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Open Career Positions – Applications Being Accepted Now

Recovery International in Oak Brook, IL is currently accepting applications for two full-time professional positions, a **Development Manager** and a **Leadership and Training Manager for Volunteers**. The two job descriptions are listed below. At least five years of professional experience is required for each position. If you would like to apply, please submit a cover letter and resume to careers@recoveryinternational.org.

Recovery International is a mental health 501(c)3 non-profit organization based in Oak Brook, IL. Neuropsychiatrist Abraham Low, M.D. founded Recovery in Chicago, Illinois in 1937. Cognitive behavioral techniques developed by Dr. Low are taught through peer-led self-help groups, teaching people to manage the stress and anxiety of everyday occurrences so they can lead more peaceful lives.

DEVELOPMENT MANAGER

The Development Manager is responsible for planning, organizing, and executing the organization's fundraising, including donor cultivation, fundraising and membership campaigns, public relations, marketing, and grant writing. Working in collaboration with the CEO, the Development Manager has a leadership role, helping to generate the revenue necessary to sustain and develop programs and services. Strong leadership and communication skills and demonstrated success in donor cultivation/solicitation, grant writing, grant management, special event fundraising, and marketing. Must have ability to manage relationships with donors and financial partners both internally and externally. Will lead the overall efforts to recruit, retain, and engage membership. Will help establish short- and long-range goals and strategies to achieve membership objectives, assist in growing the organization's assets and raising its profile. Need to be creative and strategic. The funds raised through this position will make a difference in the lives of those struggling with mental health issues.

Qualifications:

Minimum of five years experience in fundraising, particularly major gift/grant fundraising, as well as public relations, marketing, grant writing and grant management, and special events. This is a small staff; must be a team player.

Motivated, self-directed, positive thinker, enthusiastic, kind; collaborative and innovative spirit

Excellent written and verbal communication skills

Comfortable speaking to large groups

Strong interpersonal skills and commitment to high level of service

Computer skills (MS Office) and willingness to learn new software programs (i.e., Neon)

Efficient organizational skills

Donor cultivation and management experience

Grant writing experience required, and grant management experience preferred

Willing to represent organization at various public and private events, speak to groups, and help increase visibility of organization

Willing to help with organization's conferences

Comfortable with at least some social media platforms

Must be willing to learn and utilize organization's philosophy and terminology with membership

Must be committed to DEI principles

Bachelor's degree required

Other duties as needed

Benefit package includes hybrid work schedule; health insurance (80% paid); vacation, sick and personal time; and paid holidays. Full-time exempt position, 40 hours per week M – F, evenings and weekends as needed. The position will be based at our headquarters in Oak Brook, IL.

Please send cover letter and resume to: careers@recoveryinternational.org; include **Development Manager Application** in subject line.

Review of applicants will begin immediately and will continue until the position is filled.

LEADERSHIP AND TRAINING MANAGER for VOLUNTEERS

The Leadership and Training Manager for Volunteers contributes to the design and operation of training, supervision and resources that enhance the skills, performance, and engagement of volunteer group leaders and volunteer area leaders throughout the organization. The manager is expected to learn how leadership functions within this peer-support mental health organization and its volunteer leaders, then utilize that knowledge to help peer-leaders feel supported, as well as providing and/or arranging the training and leadership they need. Will be responsible for maintaining quality relationships with volunteer peer leaders throughout the organization, attending and scheduling training meetings and sessions in partnership with area leaders and the organization's management staff. Must have the ability to build strong professional relationships, garner trust, and work collaboratively with colleagues across the organization and with external partners. Will need to help identify, recruit and train future peer leaders. Will work in partnership with the CEO and other staff. This position will make a difference in the lives of those struggling with mental health issues and those working to support them. This is a small staff; must be a team player.

Qualifications:

Must recognize the value of volunteer peer-leadership and peer support

Minimum of five years of professional experience in leadership, training, coaching, and/or working with volunteers and peer leaders

Will provide informal coaching for group leaders, assistant leaders and leadership candidates

Will need to complete RI leader training, and may be asked to serve as a group leader to better understand the challenges of leadership within the organization

Will serve on the Area Leader Task Force and must be present for leader training sessions (evenings/weekends)

Will need to maintain records of attendance, leader certification, and learn organization's software

Willing to help with organization's conferences and special projects

Comfortable speaking to large groups and serving as a representative of the organization

Willing to represent organization at various public and private events, speak to groups, and help increase visibility of organization

Motivated, self-directed, positive thinker, enthusiastic, patient, kind; collaborative and innovative spirit

Excellent written and verbal communication skills

Efficient organizational skills

Strong interpersonal skills and commitment to high level of service

Computer skills (MS Office)

Comfortable with at least some social media platforms and experienced with Zoom platform

Must be willing to learn and utilize organization's philosophy and terminology with membership

Must be committed to DEI principles

Bachelor's degree required; Master's preferred

Other duties as needed. This is a new position, so responsibilities may evolve with time.

Benefit package includes hybrid work schedule; health insurance (80% paid); vacation, sick and personal time; and paid holidays. Full-time exempt position, 40 hours per week M – F, evenings and weekends as needed. The position will be based at our headquarters in Oak Brook, IL.

Please send cover letter and resume to: careers@recoveryinternational.org; **include Leadership Manager Application** in subject line.

Review of applicants will begin immediately and will continue until the position is filled.