



Executive Director Position Description

Organization Summary

The Second Chance Initiative is a Boca Raton-based 501(c)3 social impact organization dedicated to helping women in recovery work toward self-sufficiency and build a brighter future. Founded in 2018 by a woman who had personally experienced the challenges of finding work while in recovery, the organization provides women with meaningful jobs that help them build consistent work history and marketable skills. The women Second Chance Initiative employ often have difficulty finding work because of their backgrounds. Second Chance Initiative provides a hand up, not a handout, by providing part-time work that helps these women stabilize, thereby breaking the cycle that perpetuates relapse.

At the Second Chance Initiative, women in recovery create and ship custom products sold via an Etsy store and, in bulk, directly through the Second Chance Initiative website. This social enterprise approach funds a portion the organization's program expenses while providing relevant, marketable work experience for women in recovery. Women in recovery design and market the products as well as preparing them for shipment, leveraging and developing a variety of skills. The program is growing. Over the next three years, we aim to double both the number of women we employ and the number of units we sell. We also plan to diversify our product line. The Executive Director is the officer charged with mapping out and achieving this growth.

The women Second Chance Initiative employ have overcome significant obstacles, including childhood abuse, complex trauma, and post-traumatic stress disorder as well as addiction and homelessness. All of them maintain the belief that if they work hard, they will create brighter futures for themselves. By leading and growing our programs, the Executive Director plays a central role in transforming the lives of women on the path to recovery and stability.

Position Summary

Second Chance Initiative is seeking an experienced Executive Director to lead the organization in its next phase of growth. The Executive Director sets the overall tone and direction of the organization and will diversify the Second Chance Initiative product line while cultivating a supportive environment in which women in recovery can thrive, grow, and reenter the full-time workforce. Internally, the Executive Director creates a culture of excitement and accountability by setting ambitious goals for product development and sales and implementing structures that help the team meet and exceed those goals on a consistent basis. Externally, as the public face of the Second Chance Initiative, the Executive Director communicates the organization's successes to the community and advocates for the mission of helping women in recovery gain stability through work. While the Executive Director plays a role in fundraising, the primary function of this position is to oversee and grow the day-to-day operations of the organization.

The Executive Director reports to the Second Chance Initiative's Board of Directors and is responsible for providing regular, timely, and accurate reports on the organization's progress toward its goals. The position requires a high degree of integrity and a commitment to accuracy in both qualitative and quantitative reporting.

The individual best suited to this position is an experienced, entrepreneurial leader with deep integrity and a passion for helping individuals in recovery rebuild their lives. The role requires a balance of rigor and compassion alongside a commitment to business growth.

Duties and Responsibilities

Leadership and Management

- Lead, coach, and develop the organization's three-member management team
- Cultivate an environment that celebrates success
- Ensure effective systems to track scaling progress and regularly communicate results to the board, funders, and other constituents
- Lead succession and contingency planning efforts
- Expand team when appropriate to support growth efforts

Strategy Execution

- Oversee daily operations of the organization, providing direction for all program strategy, compliance, quality assurance, and program efficiency
- Provide financial management, ensuring that resources are managed wisely and that budget guidelines are followed
- Create a culture of operational excellence focused on effective prioritization
- Recommend timelines and resources needed to achieve strategic goals
- Develop and apply performance tracking measures, communicate results to board, and analyze results for future planning

Relationship Building

- Forge and maintain relations of trust with internal and external stakeholders, including team members, alumni, board members, funders, volunteers, and community partners
- Ensure the board is kept fully informed on the condition of the organization and important factors influencing it. Stay abreast of nonprofit and social enterprise trends and inform board when relevant
- Actively participate in external events and develop strategic partnerships to increase community awareness and expand Second Chance Initiative's reach
- Work with the Board and Founder to identify and cultivate relationships with funders, including foundations, corporations, individuals, and community organizations

Essential Skills and Abilities

- Significant management and leadership experience, preferably in the social impact and/or startup sectors
- Unwavering commitment to building a high-quality job-creation program for women in recovery
- Demonstrated ability to lead an organization through a period of dynamic growth, including product development; startup experience a plus
- Demonstrated excellence in organizational management and the achievement of strategic objectives
- Demonstrated ability to develop high performing teams, with the skills and personality to create an exciting, supportive culture while holding staff members accountable for performance goals
- Strong financial management skills, including budget preparation, analysis, decision-making, and reporting

- Ability to effectively communicate Second Chance Initiative's mission and successes to donors, volunteers, and the wider community
- Understanding of sales and marketing to grow the social enterprise
- High level of integrity and commitment to accuracy in all reporting

Salary and Benefits Competitive with the market

To apply:

Email your resume to lauren@jmuellerassociates.com. Include a cover letter describing the following:

- Why you are choosing to pursue this position
- What expertise and experience uniquely qualify you to lead the organization
- What you hope to contribute to the organization and those it serves