



The Key Clubhouse of South Florida CEO Position Description

Do you have a passion to serve those with mental health conditions outside the clinical setting? This is a unique opportunity to lead an organization that operates two clubhouses in the vibrant Miami area that support the holistic recovery of individuals living with serious mental health conditions.

Organization Mission & History

[The Key Clubhouse of South Florida](#) is a 501(c)3 nonprofit organization located in Miami, Florida, whose mission is “to afford people whose lives have been disrupted by mental illness the opportunity to recover meaningful and productive lives through self-directed reintegration into the workplace and the community.”

Founded in 2008 by a grassroots group of family members of young adult children living with serious mental illness, The Key Clubhouse opened its first South Florida Clubhouse in 2010. In the intervening years it has grown dramatically, now serving an active membership of one hundred seventy adults in its 5,000 sq. ft. facility in the Northside neighborhood of Miami. The Clubhouse is located on the bottom floor of a supportive housing complex where forty-seven members live in subsidized apartments. In July 2024, Key Clubhouse of South Florida opened a second Clubhouse in the West Kendall area of Miami. Since 2010, The Key Clubhouse has served nearly 1,000 individuals living with serious mental illness.

The Key Clubhouse follows the specific, non-clinical “Clubhouse” program model and belongs to a network of three hundred fifty Clubhouses around the world. It is accredited by [Clubhouse International](#). The Clubhouse program offers psychosocial rehabilitation in a collaborative, restorative environment where its members can recover by gaining access to opportunities for employment, socialization, education, skill development, housing and improved wellness.

CEO Position Summary

The CEO has the overall strategic and operational responsibility for executing The Key Clubhouse’s mission. The CEO serves as the public face of The Key Clubhouse and ensures that the Clubhouse follows the Clubhouse program with fidelity to its 37 standards. The standards ensure that all members have the opportunity to participate in wide variety of skills-building and social activities, and have equal access to employment placement through the Clubhouse’s transitional, supported and independent employment services.

The CEO leads and manages a staff team and ensures that the organization’s fiscal, fundraising, marketing, employment, professional development and technology strategies are effectively implemented. The CEO also serves as the primary liaison with the Board of Directors and is responsible for keeping the Board up to date on the status of the organization and for advising Board members on preferred strategies and resolutions.

The CEO is the key spokesperson for the organization and maintains the organization's positive public image. It is therefore critical that the CEO cultivate and maintain strong relationships and a positive personal reputation with individuals, organizations, stakeholders and community partners.

RESPONSIBILITIES

Strategic Vision and Leadership

- Delivers executive leadership and management, serving as the primary liaison with the Board of Directors to refine and implement the strategic plan while ensuring that the budget, staff and priorities are aligned with The Key Clubhouse's core mission
- Establishes effective decision-making processes that enable The Key Clubhouse to achieve its long- and short-term goals and objectives

Board of Directors Liaison

- Cultivates a strong and transparent working relationship with the Board and ensures open communication about the measurement of financial, programmatic and impact performance against stated milestones and goals
- In partnership with the Board, helps build a diverse and inclusive board that is representative of the community served by The Key Clubhouse
- Seeks and builds board involvement with strategic direction for on-going operations; serves as ex-officio member of all Board committees
- Keeps the Board informed of the impact to the organization of legislative, regulatory, or judicial policies

Strengthening Operations and Internal Community

- Develops, implements, and manages effective and innovative programming that follows the thirty-seven standards of the Clubhouse model
- Promotes a healthy and effective rehabilitative clubhouse culture and community through wellness programming and trauma informed policies
- Provides oversight on all Clubhouse programs and evaluates regularly for effectiveness and improved where necessary to meet accreditation standards
- Maintains compliance with all organizational policies and procedures, and with all state and county contracts and other grants
- Ensures the Clubhouse is evaluated regularly for effectiveness and improved where necessary
- Oversees the financial status of the organization including developing long and short-range financial plans, monitoring the budget, and ensuring sound financial controls are in place; sets financial priorities accurately to ensure the organization is operating in a manner that supports the needs of the program and staff
- Creates and promotes a positive work environment and provides encouraging and motivational leadership and direction to Key Clubhouse staff and members
- Attracts, develops and supports high-performing program staff
- Creates an effective team culture that utilizes shared decision-making among members
- Ensures that all staff have the training, resources and knowledge to perform their duties effectively

Fundraising and Marketing

- Develops sustainable fundraising, governmental and other external partnerships that promote the mission

- Drives development and fundraising efforts in collaboration with the Board
- Implements comprehensive marketing and branding strategies to ensure consistency throughout the organization and enhance revenue from major donors, foundations, corporations, and government agencies

ESSENTIAL EXPERIENCE, SKILLS, AND ABILITIES

- Strong commitment to The Key Clubhouse’s mission, vision and core values, including the program’s shared decision-making model
- At least five years of Executive Leadership experienced with a track record of effectively leading performance- and outcomes-based programs and teams
- Experience in serving populations with serious mental illness
- Experience working with and developing Boards of Directors
- Fundraising and marketing/branding experience, including knowledge of social media and internet marketing
- Strong written and verbal communication skills with outstanding presentation abilities and the experience and appetite to be an outgoing spokesperson for the organization while building relationships to augment fundraising opportunities
- Successful track record in recruiting and retaining culturally diverse, high-quality staff
- Excellent skills in building strong relationships with external stakeholders, including funders, to promote the organization’s mission and growth
- Ability to effectively handle mental health crises in a supportive and professional way based on training and standard accepted practice
- Flexibility and willingness work occasionally on nights, weekend days, and holidays, with the ability to take commensurate paid time off during the regular work week.

Characteristics of a Successful Candidate

- Communication: Able to clearly articulate The Key Clubhouse’s program, mission and successes
- Understanding: A sincere belief in recovery, that individuals living with serious mental illness can improve the quality of their lives when afforded the right supports
- Mission-driven: Passionate about improving the quality of life for individuals with serious mental illness
- Caring: Interacts with others with respect, empathy and understanding
- Integrity: Honest, forthright, positive values
- Flexibility: Adapts to changes, takes on new projects, adjusts practices when need arises
- Leader: Sets clear priorities, delegates and invests in people
- Ownership: Takes responsibility for challenges and problem-solving
- Teambuilder: Leads with encouragement and empowerment; has high expectations for performance and professionalism
- Vision: Articulates clear, compelling picture of the future; presents concrete ideas for the organization’s evolution

PREFERRED EXPERIENCE AND CREDENTIALS

- Experience in a Clubhouse program
- Bilingual in Spanish/English
- Advanced degree, preferably in nonprofit management or related field

SALARY AND BENEFITS

\$110,000-\$120,000, commensurate with experience, with full coverage of health insurance.

TO APPLY

Please email your resume to amyjmcclellan@gmail.com. Include a cover letter explaining the following. Please do not use AI to write your letter.

- Why are you choosing to pursue this position?
- What expertise and experience uniquely qualify you to lead The Key Clubhouse?
- What you hope to contribute to the organization and our members?