



# Reading & Math, Inc.

*Home of Reading Corps, Math Corps, Opportunity Corps, and Recovery Corps*

## Position Description

**Job Title:** Director of Illinois Recovery Corps  
**Reports To:** Director of Program Development  
**Department:** Program - Illinois  
**Date Revised:** 4-2-21

### OBJECTIVE

The Director of Illinois Recovery Corps will lead the implementation of Illinois Recovery Corps, ensuring all stakeholders have an exceptional experience and the program is making an impact. The director will collaborate with key positions in the national office to establish program procedures that lead to strong partnerships, a positive member experience with a high enrollment and retention rate, efficient and effective training structure, highly compliant programming, and ultimately positive outcomes for individuals in recovery. The director will work collaboratively with the Chief Advancement Officer and other key positions to expand the program in Illinois. The position will observe confidentiality of all member and organizational information.

### ESSENTIAL FUNCTIONS

#### 1. Program Leadership & Management (80%)

- Provide leadership and direction to the implementation of Illinois Recovery Corps, meeting all of the milestones set forth on the timeline for effective program implementation. Collaborate with key positions in the national office to establish local procedures for successful implementation, while also planning ahead to support program expansion.
- Provide leadership and accountability to member recruitment, with the goal to achieve 100% enrollment. Collaborate with the marketing department and Director of Talent Acquisition to create a localized member recruitment strategy, budget and timeline (e.g. digital ads, earned media, collateral, job boards, social). Lead the execution of the member recruitment plan. Participate in the interview and selection process, as needed.
- Execute the training plan for members and supervisors, ensuring all individuals receive the required training. Secure local trainers, as needed.
- Provide leadership and accountability to member retention, with the goal to achieve 85% retention. Collaborate with the Director of Service Experience to develop a localized plan to support members in having a positive and meaningful service experience. Support the program manager in supporting members and managing member performance issues, as needed.
- Manage and nurture relationships with service sites to create an environment for the program and its members to thrive and achieve its intended outcomes. Collaborate with the Director of Partnerships and other stakeholders to lead a process to identify site partners and placements for AmeriCorps members annually.

- Review participant data regularly to ensure it is entered consistently and accurately. Problem-solve any data collection challenges. Review and respond to program evaluation reports, engaging in a cycle of continuous improvement to maximize the program’s impact. Collaborate with the national office to distribute surveys, conduct focus groups, or engage in other strategies to collect feedback.
- Ensure fidelity to the Recovery Corps program model, as defined by the national office.
- Supervise the program manager, and any other Illinois-based positions.

## **2. External Relations (15%)**

- Nurture external relationships to support the program and build connections within the recovery community.
- Provide leadership for program expansion into new communities. Oversee the process for identifying and onboarding new sites, ensuring they are adequately prepared to implement the program in the next year.
- Work in collaboration with the Chief Advancement Officer of the Reading & Math Foundation to educate external stakeholders, government agencies, foundations, etc. about the program. Direct and oversee stakeholder visits to partner organizations.
- Work in collaboration with the marketing department to deepen and refine all aspects of communications - from web presence to external relations with the goal of creating a stronger brand.

## **3. Budget and Grant Management (5%)**

- Manage program operating budget(s) of nearly \$1 million annually.
- Monitor and plan for expenditures to ensure program expenses are within the approved budget.
- Understand and ensure compliance to federal rules and regulations and other grant requirements associated with funding secured to support the program(s). Adhere to RMI’s National Program Operating Policy manual and standard written program procedures. Collaborate effectively with the Director of Compliance to establish local program procedures, as needed.
- Fulfill duties, as required, for the submission of federal and local grant applications and reporting.
- Observe confidentiality of all member and organizational information.

## **MARGINAL FUNCTIONS**

- Lead and/or participate in cross functional project-based teams.

## **QUALIFICATIONS**

### Minimum Education

- Bachelor’s Degree (preferred)

### Minimum Experience

- Minimum 5 years program management experience; experience working in the field of recovery is preferable.

- Knowledge of or strong interest in implementing peer support to individuals in recovery from substance use disorder.
- Knowledge of continuum of care landscape in Illinois.
- Demonstrated ability to implement a program or project on a defined timeline, experience adapting as unanticipated challenges or opportunities arise and solving problems to continue moving forward.
- Strong written and verbal communication skills, demonstrated ability to communicate clearly and concisely. Public speaking experience preferred.
- Strong interpersonal skills including the ability to build relationships, solve problems, mediate conflict and exercise sound judgment.
- Experience administering state and/or federally funded programs (preferred).
- Proficiency with MS Office and Excel. Ability to utilize video conferencing effectively.

## LEADERSHIP COMPETENCIES

- **Self-Starter** – The individual must have the ability to take initiative to achieve goals.
- **Emotional Intelligence** – Individual must be self-aware, have strong interpersonal skills, is adaptable, and able to collaborate with all levels from AmeriCorps members to community partners.
- **Solution Oriented** – Must have an ability to solve problems from a solution-oriented perspective. Will need creatively address and solve problems to the satisfaction of all stakeholders.
- **Results Oriented** – Has sound planning skills, knows how to execute against respective action plans, and regularly meets or exceeds target in a timely and cost effective manner. Has ability to drive results through others.
- **Social Justice** – The individual should have a strong belief in and commitment to service as a strategy to solve our nation’s most pressing educational and social issues. Additionally, has a strong desire to be part of a growing, mission-driven organization that is committed to the success of the students and individuals it serves.
- **Equity Skills** – Holds a thorough and ever expanding understanding of the role of equity in the mission; maintains a deep and unrelenting commitment to improve the equitable impact of our program on the community, partners, and staff.

## PHYSICAL REQUIREMENTS

Reading & Math Inc. is committed to compliance with the Minnesota Human Rights Act and the Americans with Disabilities Act and will make reasonable accommodations as possible to enable employees to perform the essential function of their positions.

This position requires the ability to:

- Travel locally and statewide as needed to attend meetings (up to 15%)
- Communicate effectively with people/groups in multiple settings within and outside the organization
- Effectively utilize existing and emerging technology to achieve required results
- Transporting of moderately heavy objects up to 25 pounds

Exempt  Non-exempt      **Status:**  Full-Time  Part-Time

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Employee Signature Date

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Supervisor Signature Date