

## ***Position Description***

### **International Association of Peer Supporters (iNAPS) Executive Director**

The International Association of Peer Supporters (iNAPS) is a 501(c)(3), non-profit organization dedicated to growing the peer support movement worldwide. Founded in 2004 by a group of avid peer specialists in the state of Michigan, the organization has grown with members from every state, and includes members from several countries outside the U.S. In 2016, the organization held its 10th annual national conference.

#### **Mission**

Our mission is to grow the peer support services profession by promoting the inclusion of peer supporters throughout mental and behavioral health systems worldwide.

#### **Position Description**

The International Association of Peer Supporters (iNAPS) is seeking a dynamic leader to continue to grow the organization to meet the needs of the rapidly evolving peer support workforce. As a leader in building recovery-focused peer support relationships, the Executive Director must have substantial work experience with giving and receiving peer support as well as work experience in non-profit leadership.

#### **Job Responsibilities**

- Cultivate an environment of hope, strengths, and mutual respect reflecting the core values of peer support.
- Work with the Board of Directors and membership to develop a strategic plan based on both the current and projected needs of the peer support workforce.
- Create or revise a business plan and budget based on the strategic plan, as part of the organizational planning and development.
- Identify potential sources of funding, and work with fundraisers and other innovators to finance priority goals to fulfill strategic and organizational plans.
- Ensure the bylaws, policies, and procedures align with the core values of peer support and are followed in accordance with the spirit of those values; take a leadership role in the revision or development of future values-based organizational policies.
- Stay informed about and contribute to relevant research by writing, co-authoring, and suggesting studies, articles, and white papers that increase the visibility of peer support.
- Speak at state and national conferences and related venues that raise awareness of the benefits of peer support and iNAPS membership.

- Invite partnerships with key stakeholders in states and countries where peer support is currently practiced; give technical assistance to stakeholders in regions where peer support services are just getting started.
- Coordinate training and consultation with multiple stakeholders to support and strengthen the growing peer support workforce.
- Develop the plan and budget for an Annual Conference and/or Regional Gatherings in partnership with the Board and conference committee.
- Work closely with the Treasurer and development/finance committee(s) to ensure the fiscal health of the organization.
- Serve as staff to the Board of Directors.

The Executive Director will hire and supervise staff and/or work with volunteers, as needed, to achieve strategic and organizational priority goals, such as:

- Recruiting new and returning members, board members, and organizational supporters;
- Marketing and promoting the benefits of iNAPS membership to a wide range of stakeholders;
- Producing and distributing the newsletter, website content, webinars, announcements, and other regular deliverables for members and other key stakeholders;
- Coordinating and staffing the Annual Conference and/or Regional Gathering(s);
- Creating new deliverables, based on identified needs of the peer workforce, to raise revenue for the organization;
- Working with individuals and foundations to secure charitable donations;
- Identifying grant opportunities and preparing, submitting, and following up on grant proposals, and
- Working on priority tasks as identified by the Board and/or in the strategic plan.

## **Qualifications**

The Executive Director must first have an authentic “lived experience” of giving and receiving peer support and be willing to publicly share (in national and international forums) the ways in which peer support has had a positive impact in the Director’s own life, the lives of peer and non-peer colleagues, and those whom the Director has supported as a peer.

Preferred work experience includes management or supervision of peer support services in behavioral health, general health care, welfare and social services, faith-based initiatives, and/or justice involvement. Qualifications should reflect working knowledge of recovery planning and education, supported housing, supported employment, supported education, consumer-operated services or peer-run programs, and the range of programs for veterans, those who are homeless, and those who are involved in the courts or criminal justice system.

The candidate should have a minimum of 3-5 years of leadership experience in a non-profit environment, particularly the integration of peers in multiple systems and settings, demonstrate strong computer skills, and success in strategic planning, budgeting, fundraising, staff/volunteer/consultant management, and working with multiple stakeholders to meet strategic goals. **International experience is strongly preferred.**

The position is funded from March through December 2017. Part-time applicants may be considered. The position requires expertise in fundraising and demonstrated ability to manage groups of volunteers and projects. A promotion and increase in salary / benefits in 2018 will be contingent upon the successful execution of the strategic plan and achieving budgeted revenue.

Send cover letter and resume, including references, to:  
iNAPS Executive Committee  
[info@naops.org](mailto:info@naops.org) / [inaps4peers@gmail.com](mailto:inaps4peers@gmail.com)

**Deadline: January 15, 2017**