



## **Keep the Promise Coalition Job Description**

### **Position: Executive Director**

**Site:** Keep the Promise Coalition, 110 Bartholomew Ave, STE 3050 Hartford CT 06106

**Overview:** Keep The Promise Coalition (KTP) is a statewide mental health advocacy coalition that works to build grassroots power for the collective liberation of people affected by distress, trauma and extreme states, homelessness, psychiatric oppression, problems with substances and other intersecting forms of oppression. KTP engages a community organizing approach to resist and abolish the use of force in psychiatry and mental health treatment, dismantle pathologizing frameworks of understanding mental health and neurodiversity, and build liberatory, human rights-based alternatives to existing mental health supports and services.

Keep The Promise Coalition is fiscally sponsored by Advancing Connecticut Together (ACT), and KTP staff are considered employees of ACT.

**The Executive Director** is responsible for ensuring the growth and health of Keep The Promise Coalition. They are responsible for the Coalition's policy priorities, community organizing responsibilities, funding and development, team oversight and a number of administrative tasks.

**Duties:** Functions include:

#### **Policy and Community Organizing:**

- Coordinating with community members to identify priority issues; researching and developing communications regarding policy priorities including emails, talking points, action alerts, fact sheets, etc.
- Coordinating and organizing community advocacy opportunities including monthly KTP meetings, ad-hoc advocacy meetings and workgroups, lobby days, rallies and direct actions.
- Supporting community members in advocacy efforts, including training, organizing, and assisting community members to participate in public hearings, direct actions, and other venues.
- Creating, maintaining, and scheduling trainings on legislative advocacy, community organizing, and grassroots leadership, in coordination with KTP team members and volunteers.
- Advancing policy priorities through meetings with advocates, legislators, and other stakeholders
- Representing Keep The Promise Coalition at public hearings, forums, and events
- Maintaining lists of mental health bills, number of testimonies organized regarding KTP activities, and exceptional testimonies during the legislative session.

**KEEP THE PROMISE COALITION**

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Website: [KTPCoalition.org](http://KTPCoalition.org)

- Cultivating effective partnerships with community members, people utilizing mental health services, legal aid organizations, and grassroots organizations for expanding participating and promoting system change.

**Administrative:**

- Setting the organization’s budget in coordination with the KTP Coordinating Council; communicating with KTP fiduciary at ACT to ensure clear and accurate accounting and financial balance keeping.
- Coordinating fundraising activities including seeking, applying for and reporting on grants, and developing project priorities for funding
- Supervising part-time team members, interns, volunteers, and consultants
- Planning Coordinating Council (Advisory Board) meetings in Coordination with Co-Chairs; Reporting to Coordinating Council on matters of finances, fundraising, project progress, policy priorities, etc.
- Additional duties may include providing support for other related activities and special events as needed, in coordination with KTP team members.

**Requirements:**

- Lived experience of at least one of the following: distress, trauma, hearing voices, thoughts of suicide, self-injury houselessness, psychiatric oppression, and/or intersecting forms of oppression
- Ability to work independently and manage multiple priorities
- Ability to work with diverse groups of people and advocacy organizations
- Strong computer skills – Internet, Canva, Microsoft Office Suite
- 1+ years experience with legislative advocacy
- Demonstrated history of project coordination
- Demonstrated history of supervision skills
- Strong writing skills

**Preferred:**

- Awareness of Disability Justice, Harm Reduction, Consumer/Survivor/Ex-Patient (C/S/X) and Mad Liberation/radical mental health movement history and values
- Awareness of anti-carceral public policy surrounding mental health, houselessness, etc.
- Experience/knowledge in human services (mental health, substance use, housing, and health insurance)
- Website upkeep knowledge
- Fluency in Spanish

**Schedule:** Full-time: 40 hours/week. Occasional evening meetings and late nights at public hearings during the legislative session.

**Salary:** \$30/hour or \$62,400 yearly

**Reporting:** KTP Fiduciary at ACT, KTP Chair(s) and KTP Coordinating Council

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