SAMPLE

Recruitment Prospectus

RECOVERY, INC.
Mission & History

Recovery’s (RI) mission is to **find permanent jobs for formerly homeless women with prior histories of substance abuse.** The essence of their program is that makes good business sense and good people sense. RI runs the kind of job training program that every one can agree meets an important need--the encouragement of personal responsibility by taking people off welfare and helping them become--and remain--self-sufficient.

RI was founded in 1989 through the efforts of a private foundation interested in creating programs for the hard-to-employ.

Current Programs & Achievements

**The Students:** RI’s target populations are residents of over 20 therapeutic communities in the metropolitan area. When the students enroll, they have been drug free for at least 6 months. All women have multiple barriers to employment--often including criminal histories, lack of education and little or no prior work experience.

**The Program:** RI’s innovative program includes:

- **Orientation** A three-week objective assessment of each student, which determines the student’s suitability for the program.
- **Vocational Training** Each participant spends a total of six weeks in training.
- **Ongoing Counseling** All trainees work regularly with a counselor on resumes, interviewing skills, personalized short and long term job goals, etc.
- **Remedial Education** To help participants improve their work-related reading, writing and math skills.
- **Housing Assistance Grants** Graduates receive a stipend to help them cover the expense of re-entering society. Combined with money saved from their employment earnings, this cash award helps fund a security deposit, work wardrobe, furniture, etc.

**Accomplishments** Over the years, 412 men and women have
successfully completed the program; an average 85% of those who have been placed. After one year, 76% of the graduates were still employed and earning a living wage---approximately $17,000 + full benefits and overtime---at companies such as Citibank, Equitable and UPS.

Looking to the Future:

Building on the accomplishments and recognition of RI’s past, the Board of Directors is committed to moving forward into the new century with continued fiscal soundness, job training and placement excellence. Targeted goals included:

- Continuing the expansion project begun with the help of monies from US Department of Labor
- Increasing the number of program participants accepted each month.
- Further enrichment of the remedial education component by adding to curriculum and increasing staff.
- Improvement of RI’s already impressive job placement rate for graduates
- Keeping up-to-date with the latest technology so that RI graduates’ skills remain competitive and marketable.

The Board of Directors

The Board recently concluded a four month review of its own operations. The resulting reorganization means that the board now consists of the Executive committee and four standing committees.

Executive

Finance & Administration
Nominating/Board Development
Fund Raising/Public Relations
Program

The board will meet six times a year, with the committees meeting in the alternate months---or as necessary to fulfill their mandates.

New Board Members Being Sought

In planning for the future, the Board is seeking to add members who can bring a diversity of perspective, as well as additional expertise and
resources to support RI’s current programming and future growth. Recruitment priorities include:

- **Strategic Planning**: Over the next five years, RI faces a number of critical decisions—both mission and programmatic. A skilled strategic planner is needed to help guide RI through the organizational adjustments inevitable in a healthy, growing organization.

- **Information Technology**: Being “up-to-date” in the changing technological environment is vital for RI. A board member who is knowledgeable in this field would provide valuable guidance both for the training RI provides for its clients, and in the management of its own internal systems.

- **Marketing**: RI markets its services to multiple “customers,” potential employers of its graduates, government and corporate funders, etc. Professional marketing expertise—preferably within the corporate services community—would be a good addition to the Board.

- **Public Relations**: Building public awareness is an essential prerequisite for maintaining public support. A public relations/media expert could provide important guidance and resources for helping RI tell its unique story: an organization providing valuable services for its students and for the community at large.

**Responsibilities of a Recovery Inc. Board Member**

- To have a genuine commitment to RI’s mission, and become knowledgeable about the way it functions—its uniqueness, strengths and needs. In particular, each board member is expected to attend at least one RI graduation ceremony during each year of service on the board.
- To prepare for, regularly attend and actively participate in board and committee meetings. Each board member is expected to serve on at least one committee of the board.
- To be an ambassador, both in heightening awareness of RI among business, community and government leadership—and in bringing to the organization information from its various constituencies that is vital for planning.
- To be available for consultation and willing to use expertise at a level that will enhance the organization.
- To support staff fund raising efforts by identifying potential financial resources, developing in-kind donations to the organization, providing access, and participating in outreach for job creation, as appropriate.