



HEADINGTON INSTITUTE

Care for Caregivers Worldwide

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Deputy Director

Position Description: January 8, 2013

Headington Institute:

The Headington Institute cares for caregivers worldwide by promoting the physical hardiness, emotional resilience, and spiritual vitality of humanitarian relief and development personnel. The Institute strengthens aid organizations by encouraging the wellbeing of their staff, making it a partner in worldwide humanitarian work. When humanitarian aid workers have effective self-care techniques, satisfying interpersonal relationships, adequate organizational support, and sufficient public interest, they thrive in their work. This results in stronger organizations that more effectively serve their beneficiaries. The Institute's ultimate goal is for all relief and development workers to have what they need to maintain their wellbeing and flourish.

Cofounded by Drs. James Guy and Tim Headington in early 2001, the Headington Institute provides counseling, training, consultation, online resources, and research services to relief and development workers and humanitarian aid organizations worldwide. In the past year, Institute staff made twenty-two trips to fourteen countries to provide services to more than one thousand people. Twenty-five hundred more participated in a research project to investigate factors promoting human resilience. Nearly two hundred thousand individuals accessed Headington's free online training materials in the past twelve months.

The Institute staff consists of five fulltime and five part-time individuals, many with more than thirty years of professional experience. This includes doctoral level clinical psychologists and neuropsychologists. The seven-member Board of Directors provides guiding oversight and support, drawing on their varied and valuable experience in nonprofit, business, academic, and government work. Together with more than one hundred committed donors, they comprise a strong team poised for dramatic growth expected in the years ahead.

The Headington Institute's annual operating budget exceeds one million dollars. Sixty percent comes from charitable contributions, and the remainder represents professional fee income. The general reserves fund is equivalent to six months of general operating expenses. Annual income has exceeded expenses every year since inception.

Responsibilities:

Reporting to the President, the Deputy Director will join the Assistant Director and Director of Clinical Services on the Leadership Team. The team is guided by the Institute's core values of compassion, excellence, transcendence, responsibility, generosity, cooperation, and advocacy. The Deputy Director will help maintain a world-renowned organization where talented people do worthwhile work in a sustainable way.

The Deputy Director will be specifically responsible for the following: strategic planning, project and program development; relationship building with strategic partners, networks, and donors; staff recruiting, training, and team building; and direct clinical services, as needed. There may be opportunity for added responsibility, when anticipated growth requires reorganization and realignment.

Desired Traits and Characteristics:

The Deputy Director will possess the capacity to think and lead at the strategic "big picture" level while also attending to detailed day-to-day realities. This requires intelligence, vision, common sense, and analytic thinking. To be successful within the organization, s/he must also be mature, honest, independent, pleasant, and humble. This is a tightly knit team where mutual respect, kindness, and consideration are paramount.

The Institute functions in an international context requiring self-awareness, advanced social skills, and practiced diplomacy. To succeed here, the Deputy Director must be flexible and skilled in cross-cultural communication. The travel is rigorous, the fieldwork is demanding, and the work challenges are significant and complex. The successful Deputy Director must bring confidence and poise to high-stress, high-risk environments where client needs take priority over personal comfort. S/he must be in good health and be able to travel and work in international, primitive environments.

Years of research and practice have shown that a holistic approach to wellness is most effective for maintaining resilience. This includes an appreciation for the importance of personal spiritual practice in the lives of many humanitarian workers. Since we work with individuals representing all faiths and worldviews, the Deputy Director will be someone who respectfully understands the importance of meaning, purpose, transcendence, and faith in promoting wellbeing and trauma recovery.

After twelve years of steady, incremental growth of about 10% annually, the Institute is positioned for rapid expansion over the next five years. The Deputy Director must bring the courage and boldness required for this next phase of development. Working collaboratively with the President, there is an opportunity to think creatively about new, more effective ways to accomplish the mission.

Career Path Leading to this Position:

The Deputy Director should have at least 10 years of relevant professional experience, five of which must involve significant management responsibility. While the successful candidate will likely come from the nonprofit sector, candidates from other contexts with the ability to adapt successfully to this environment will be considered.

Requirements:

The Deputy Director must hold a Ph.D. in clinical psychology or a related field, with a license to practice independently in California. The Deputy Director will work fulltime on weekdays in the Institute's Pasadena office when not traveling.

Compensation:

Annual compensation will be competitive and commensurate with experience. A generous benefits package will be provided. Relocation assistance is negotiable.

To Apply:

Please direct inquiries, nominations, and applications including a resume/vitae and a compelling letter of interest in confidence to Dr. James Guy, President. Electronic submission is encouraged (jguy@headington-institute.org).