

# Executive Director

## POSITION PURPOSE

The Executive Director reports to the Alaska Mental Health Consumer Web (aka Web) Board of Directors, and provides vision, leadership, and motivation to the Board and staff in furthering the organization's mission and implementing its strategic plan. Working with the Board and staff, the Executive Director implements the organization's goals and objectives and oversees the business management, development of programs and organizational strategies. This is a full-time, exempt position.

## REPONSIBILITIES

The specific responsibilities of the Executive Director focus on, but are not limited to, the following:

### **Leadership and Vision**

- Continuing the tradition of the mental health consumer movement in Alaska and encouraging change in the mental health system by fostering communication, and being a spokesperson for people in recovery from mental illness and/or addictions who are often times homeless.
- Providing leadership in establishing and maintaining sound working relationships and cooperative arrangements with community groups and organizations, and representing the program of the Web and the point of view of the organization to agencies, organizations, federal, state, tribal and local governments, and the general public.
- Serving as an enthusiastic external representative or spokesperson and providing proactive leadership to constituencies, community leaders, grantees, and funding sources.
- Developing an operational plan which incorporates goals, objectives, and outcomes that work toward the strategic direction and growth of the organization, and meets the reporting requirements of funding sources.
- Implementing both the spirit and intent of the Mission Statement of the Web and operating within the Bylaws and within all relevant Federal, State, Local, and other applicable regulations, guidelines and laws.

### **Board Relations**

- Collaborating with the Board to develop, assist and monitor policies that govern programs and services.

- Coordinating monthly meetings with the Board to review programs and strategic goals specific to the organization. Submitting monthly Executive Director reports, briefs, or summary of activities to the Board of Directors.
- Periodically coordinating a shared strategic planning process for the Board. Alternately, providing support for the individual organization's strategic planning process.
- Providing on-going support to the Board of Directors and Board Committees, and responding to their needs.

### **External Relations**

- Serving as the organization's public spokesperson.
- Overseeing written and electronic communication with the external stakeholders including public outreach materials such as program brochures, social media, website, and press releases.
- Developing external relationships to support the strategic directions as set by the Board of Directors.

### **Administration**

- Developing and implementing policies and procedures in accordance with Federal, State, Local, and other appropriate regulations, laws and guidelines, and working collaboratively with the Board to ensure that policies and procedures remain up-to-date.
- Reporting to the Board, as appropriate, any issues that may significantly impact the organization or individuals therein.
- Overseeing all the business operations, programs, and activities, through the supervision of the management team.
- Ensuring that all facilities meet health, safety, and service provision needs of staff/volunteers.
- Ensuring competence of staff, programs, and services to produce positive outcomes for the people served.
- Staying informed of and maintaining contact with all programs, the Board of Directors, and Board Committees, and responding to their needs.

### **Positive Consumer-oriented Services and Peer Support**

- Promoting peer oriented recovery.
- Promoting an organizational atmosphere of mutual support and empowerment.
- Fostering self-help, informed choice, advocacy, and elimination of stigma and discrimination.
- Fostering egalitarian principals and encouraging diverse individuals to provide input regarding the organization's policies, procedures, and services.

- Encouraging input and assisting with implementation of new ideas.
- Upholding the consumer values of mutual respect, equality, safety, and peer collaboration in all program activities.
- Promoting cultural diversity and sensitive programming.

### **Programs and Services**

- Collaborating with the Board to develop, assist, and monitor policies that govern programs and services.
- Overseeing production of the Web's outreach materials, including the Web brochure and website.
- Submitting monthly Executive Director's report, to include activities, to the Board of Directors.
- Implement new and oversee existing program activities and services which benefit the target population.

### **Staffing and Supervision**

- Overseeing and directing the delivery of services consistent with consumer values of mutual respect and peer support.
- Directly supervising the Peer Support staff.
- Providing staff and volunteers with mentorship support, guidance, and supervision.
- Fostering an effective and positive work environment and maintaining a climate that attracts, retains, and motivates a diverse, highly qualified staff.
- Working with governing councils and Board of Directors to effectively manage the human resources of the organization according to personnel policies and procedures, fully conforming to current laws and regulations.
- Providing mediation and solution-focused suggestions with the goal of resolution.
- Providing personnel and management information to the Board.
- Promoting active and broad participation by volunteers in all areas of the organization's work.

### **Financial and Fiduciary Responsibilities**

- Providing fiscal management and resource allocations for the budget and ongoing oversight in development and coordination of the operating budget; overseeing business management to include HR, finance, and social enterprise endeavors; overseeing program budgets; writing and signing checks; overseeing bookkeeping, payroll, and taxes; paying bills; authorizing expenditures; working in partnership with the Treasurer of the Board and bookkeeper presenting financial reports to the Board of Directors.

- Working in collaboration with the Board to oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources including social enterprise opportunities, submitting proposals, and administrating fundraising records and documentation, noting reporting requirements of funding source and preparing or overseeing preparation of required records and reports

## BACKGROUND

**A combination of education, experience and training that would include the following and yield the skill set described below.**

- Management-level experience in non-profit organizations preferred, including a background working with grassroots organizations; experience and expertise in the field of mental health, recovery-based philosophies and peer-driven programs.
- Experience in grant writing and reporting, funding development and compliance.
- Experiential expert: personal experience as a primary or secondary consumer preferred.
- Bachelor's Degree (Required); Master's Degree (preferred); in mission-related area
- Minimum 5-10 years management-level experience in non-profit organizations required.
- Experience in financial management, fundraising and development, external relations, business management, and grant writing and management required. Experience in social enterprise/entrepreneurial ventures a major plus
- **Knowledge/Skills/Abilities**
- Effective interpersonal communications skills, including verbal and written communication skills. Strong understanding of conflict resolution and crisis management. Strong mediation skills. Ability to maintain healthy professional boundaries within a peer-driven structure.
- Understanding and working in recovery based and peer review programs.
- Cultural sensitivity, knowledge of Alaska Native/Native American rural communities, the ability to attract, organize, and accommodate people of diverse abilities, cultures, sexual orientation, economic status, race, ethnicity, language and gender.
- Vision and strong belief in recovery-based and peer-driven programs.
- Demonstrated successful fiscal management, administrative capabilities, and staff management and supervision.
- Sound understanding of issues affecting individuals with mental health challenges including related cross-addictions.
- Understanding of public mental health systems.
- Skills in advocacy, facilitation, harm reduction and consensus-building.

- Extensive knowledge and comprehension of recovery-based philosophies and the individually unique process of recovery.
- Lived experience a plus, however, not necessary.
- Understanding and experience with complex reporting processes across multiple database systems.
- Ability to work successfully and collaboratively with a Board of Directors.