Executive Director Position Description

Mental Health America of Illinois (MHAI)* is a statewide, voluntary health organization dedicated to promoting mental health, working for the prevention of mental illnesses, and improving care and treatment for persons suffering from mental and emotional disorders.

Position Description
The Executive Director plans and executes all aspects of the agency’s programs, and is responsible for the overall effectiveness of the organization. The Executive Director maximizes all external relationships with government, mental health organizations, professional groups and the community-at-large, and serves as the visible spokesperson for the agency. The Executive Director’s activities should follow the agency’s stated purpose and the strategic plan, and should be executed in a manner that reflects stewardship of the agency’s resources, and that achieves performance goals. The Executive Director is responsible for working effectively with the Board.

Scope
The Executive Director position is a regular full-time position under the direction of the Board of Directors. The Executive Director reports directly to the Board President.

Duties and Responsibilities

Leadership and Direction
- Develops and implements a yearly Operational Plan based on the strategic plan and with input from the Board of Directors that addresses (at minimum) yearly budget, staffing, fundraising/development and partnerships.
- Establishes performance goals based on the Operational Plan and tracks/reports progress against goals.
- Provides guidance to the Board of Directors to help them fulfill their responsibilities as Board members in formulating policy, financial oversight, fundraising, and assessing the performance of the agency.
- Executes the directives of the Board of Directors including staffing board meetings; distributing agendas, meeting minutes, financials and other documents prior to meetings. Provides updates on the agency’s performance and any key issues to the Board and provides staff support to board committees.
- Represents the agency to other organizations, negotiates and maintains partnerships.

Financial Oversight
- Prepares agency budgets that encompass planned revenues and expenditures, manages the resources of the agency and is held accountable for the control of these resources.
• Prepares reports on the state of the agency’s finances including annual agency budget in collaboration with the Board Treasurer, Finance Manager, Development Director, and other key staff. Supervises the preparation of monthly financial statements; ensures that the required financial reporting to granting agencies is provided and oversees preparation of annual audit by auditor with the Finance Manager.
• Approves agency expenditures; reviews and signs all contracts.

**Fundraising and Public Relations**
• Is responsible and accountable for all successful fundraising and development activities of the organization.
• Supervises Development Director and works with Board to create and execute an annual Development Plan as a part of the overall Operational Plan that is aligned with the strategic plan.
• Works with the Development Director to identify and cultivate corporate and individual donors; and oversees all fundraising events.
• Reviews and approves potential grant applications to ensure they reflect the agency’s priorities.
• Approves all agency publications and public statements, and ensures that there is on-going communication with key agency stakeholders.
• Acts as agency spokesperson to media on policy and mental health information.

**Staff Supervision and Development**
• Provides leadership, direction and mentoring for agency staff members.
• Determines appropriate staffing levels and recruits and trains high performing staff members.
• Encourages, monitors and evaluates staff job performance. Sets yearly performance goals, provides on-going feedback, evaluates job performance and provides a yearly, face to face performance evaluation to direct reports.
• Provides appropriate staff development and training opportunities to staff to ensure a high level of technical skills and knowledge of mental health issues.

**Policy Leadership**
• Assists the Board of Directors in developing and implementing public policy programs and initiatives, including staffing the Public Policy Committee; providing analysis of legislation, as needed, in collaboration with the Policy Chair & Committee. Assists MHA Public Policy Committee in recommending policy positions to the Board of Directors; prepares testimony, positions and legislative alerts, as necessary, in collaboration with the Policy Chair & Committee and serves as the agency’s spokesperson in advocacy efforts.
• Maintains personal contact with MHA affiliates, the Legislature and government officials as necessary to advance agency positions; and supervises the agency’s lobbying efforts, in collaboration with the Policy Chair.

**Programmatic Leadership**
• Provides vision for program development by identifying trends and opportunities.
• Directly supervises the directors of MHA key program areas: prevention, promotion, and advocacy, and ensures that they have adequate resources and support to effectively perform their jobs.
• Works with Program Directors to establish the key themes and objectives of MHAI programming and oversees implementation of MHAI programs.
• Identifies staff leadership for implementation of awarded grants and programmatic funding.
• Works with the Program Committee to evaluate and monitor program effectiveness.

Professional Experience and Qualifications
• Ten plus years of experience in progressively more responsible leadership roles in nonprofit or mission-driven organizations.
• Demonstrated success in designing and implementing sustainable development initiatives at the corporate, business and individual levels. Deep knowledge of grant application process and factors of success and a solid understanding and application of best practices in fundraising and development.
• Demonstrated experience delivering high impact community-based programs and results.
• Broad-based functional experience including marketing, communications and financial management.
• Understanding of mental health landscape, issues and centers of influence preferred but not required.
• Proven leadership capability in rallying an organization – staff, Board, volunteers and key stakeholders to achieve significant results.
• Track record of building and leading high-performing teams: includes hiring, developing and, when necessary, transitioning talent.

Other Personal Characteristics
• Results-driven leader who inspires confidence internally and externally, who knows how to lead, empower others and nurture talent.
• A “bridge builder” skilled at building consensus and achieving buy-in across constituents.
• Strong executive presence and an articulate communicator who can deliver messages with confidence and authority.
• Exhibits self-awareness and resilience, with a tireless work ethic.
• A patient but persistent change agent. Comfortable offering new points of view and challenging others to think differently.
• Flexible and adaptable; able to juggle multiple projects and priorities based on the needs of the organization; can quickly adjust key priorities in response to changing dynamics.
• Values-driven leader with high level of ethics and uncontested integrity.
• Possesses a passion and commitment to make a difference in a nonprofit setting and to MHAI’s mission.

Position has a competitive compensation and benefits package.

To apply please send cover letter, resume and salary requirements to the MHAI Executive Director Search Committee at careers@mhai.org.

EOE/M/F/D/V

*Formerly Mental Health Association in Illinois