



205 Haggerty Lane, Suite 170
Executive Director Position Description

Activity and Function of the Position:

Responsible for the organization, administration, supervision of office staff, by being accountable to the Mental Health America of Montana (MHA of MT) Board of Directors and the Executive Committee through the President of the Board.

Serve as spokesperson for the organization and coordinator of programs of the State Affiliate of the Mental Health America.

Insure communication with the Board of Directors in the following areas: an orientation program for new board members, fund development, financial management, program development, advocacy, administrative matters, program assessment, strategic planning and personnel matters.

Duties and Responsibilities - General

1. **Organization Management:** Has day to day responsibility for the management of the organization and its relations to affiliates, to assure efficient administrative operation of the MHA of MT by coordinating with the Board instructions.
2. **Financial Development:** Has primary oversight of all fundraising activities of the organization by providing leadership for financial development in Committees responsible for the agency fundraising.
3. **Public Policy Development and Oversight:** Has primary oversight of public policy, program development and implementation by working with the Public Policy Committee, carrying out and informing public and private agencies at the state and local levels of adopted policies and programs.
4. **Public Relations:** Has primary responsibility for communicating the message and mission of the MHA of MT to the media, general public, and other groups by preparing newsletters, e-mail, public speaking, networking, and attending appropriate committee and public meetings.

Specific Responsibilities

A. Organization Management - Board

1. Assist the President in planning Board and Executive Committee meetings.
2. Keep Board of Directors informed by reporting on all organization business, state mental health issues, recommending needed policies, programs and action plans.
3. Provide staff support to the Board of Directors by orienting new Board and Committee members to the mission and goals of the MHA of MT.
4. Staff Board Committees as requested by the officers.
5. Communicate, as necessary, with the Board between meetings.

6. Report directly to the President.

B. Office - Administrative

1. Assure efficient office operation by hiring, training, and supervising all office staff and by being responsible for their performance.
2. Implement the personnel policies of the Association.
3. Supervise the day-to-day operations of the office.
4. Manage receipt and transmittal of funds.

C. Affiliate Relations

1. Communicate MHA of MT business regularly.
2. Provide resources and technical assistance to affiliates
3. Work with the Board in developing and implementing the policies for affiliation, probation, and disaffiliation of local MHAs.

D. Financial Management

1. Develop and administer the annual budget of MHA of MT.
2. Provide leadership and share responsibility with the Board in developing all phases of financial development and fundraising.
3. Oversee implementation of all fundraising initiatives.

E. Public Policy Program Development and Oversight - Advocacy

1. Assist the Public Policy Committee in developing and implementing legislative strategies.
2. Advocate on behalf of MHA of MT.
3. Represent the Association in working with the relevant departments of State Government.
4. Ensure that the MHA of MT is represented in working with other advocacy groups.
5. With the Board of Directors, assess the need for appropriate programs in the state.
6. Develop and implement programs that enhance local affiliates.
7. Develop program grants and contracts with the assistance of the appropriate MHA of MT committee to provide specific services for clients.
8. Promote MHA of MT programs to the affiliates and provide assistance to them in local implementation.
9. Provide oversight to the Board and Committees on the evaluation of the effectiveness of all programs through quality assurance, standards and measurements.

F. Public Relations

1. Develop and distribute pertinent and regular information on the MHA of MT and its mission to the media.
2. Develop and distribute pertinent public relations and educational materials to the general public.
3. Act as spokesperson for the MHA of MT.

Knowledge, Skills and Abilities:

The primary requirement is the ability to function with considerable individual initiative, to work cooperatively and jointly with the Board of Directors, the Executive Committee, Board Committees, Mental Health America (national) and other MHA affiliates, chapters, other professional staff and other related organizations and agencies. Must be able to set priorities and schedule work independently.

Other abilities include: a strong commitment to serving people, the ability to work effectively with diverse groups, an understanding of community organizations, an understanding of mental health, and mental illness, and an understanding of legislative and governmental processes.

Education and Experience:

Prefer Bachelors or Masters Degree in mental health or related field, plus 5 years experience in a nonprofit agency, including 2 years minimum experience at a supervisory level. Equivalency will be considered.

Authority and Accountability:

The Executive Director is accountable to MHA of MT of Directors through the President.