



## **Executive Director Position Description**

The Mental Health Association of Indian River County (MHAIRC) in Vero Beach, Florida is seeking a dynamic, experienced Executive Director to manage all aspects of this nonprofit provider of community mental health services. The position is expected to begin January 1, 2019. The Executive Director reports directly to a Board of Directors and is responsible for overseeing the operation, financial performance, programs, and strategic plan of the organization. Our preferred ideal candidate will have a master's degree in behavioral health or business administration and 10 years of progressively responsible experience in behavioral health administration.

MHAIRC promotes mental wellness for the entire community and provides high quality treatment for those at risk. We focus on prevention, early intervention, comprehensive treatment and peer-supported recovery. Our walk-in and counseling center includes mental wellness classes, free screening and crises intervention, consultation with family members, and referral and follow-up treatment. Our drop-in recovery center provides safe, supportive and confidential peer-operated recovery resources. We have a staff of 29 and an annualized budget of 1.7 million.

### **Ideal Candidate**

- Be a dynamic leader who can inspire, motivate, mentor, communicate, think strategically, be a consensus builder, and be entrepreneurial and creative
- Be passionate about the MHA mission and vision
- Possess knowledge of, experience with, or strong interest in learning about the constantly changing field of mental health
- Be skilled in a public policy, advocacy role while being a strong collaborator as a community partner. Build and maintain partnerships
- Have a strong track record of working collaboratively with a Board of Directors
- Possess a strong business acumen with the ability to balance the running of a growing organization committed to quality care with the need to be fiscally strong; have a comfort level with taking calculated risks
- Have a track record of entrepreneurialism, innovation, diversification of revenue, and business development expertise; Have an understanding of behavioral healthcare and human services trends
- Be committed to diversity at every level of the organization
- Have knowledge of and experience with behavioral health services including third party payers such as Medicare and Medicaid as well as HIPAA requirements and issues of confidentiality
- Possess exceptional communications, presentations and media relations skills
- Demonstrate a record of achievement in innovative and inspirational leadership in organizations of similar scale



- Masters degree and progressive experience in behavioral health administration preferred

#### **Major Duties**

- Provides strategic leadership by working with the Board and key management personnel to establish long-range strategies, operational policies, and to maintain a strong financial foundation for the agency
- Provides overall administration of the organization within the policies established by the Governing Board (Board of Directors)
- Manages hiring, assignment, evaluation, correction, discipline and dismissal of all employees, staff members, contractors and others engaged to perform work for the organization
- Establishes working relationships with other agencies, organizations, and individuals both within and beyond the catchment area of the organization to help ensure the behavioral health needs are served
- Develops and maintains successful relationships with county and state elected officials and authorities, associations, community mental health centers and other community partners
- Develops and executes a comprehensive funding plan for the agency, including government contracts, fundraising and grant writing for all programs; oversees preparation of monthly actual performance vs. budget for approval by the Board of Directors; cultivates relationships with potential funding sources
- Communicates to the Board of Directors all law, regulation and policy changes that affect the organization

**Salary Range: \$85,000 to \$105,000**

**Send Cover Letter and Resume to: [recruiter@mhairc.org](mailto:recruiter@mhairc.org)**