

## **Mental Health Association of Fauquier County (MHAFC)**

### **Position Description**

### **Executive Director**

The Executive Director is responsible to the MHAFC Board of Directors, and working with the Board, provides strategic and operational leadership for the organization in accomplishing its mission to promote and facilitate mental wellness in the communities MHAFC serves.

#### ***Duties and Responsibilities***

##### **Provide Strategic Planning and Direction**

Work with the Board to assess community needs, establish priorities, and assess the organization's capabilities and resources required to successfully carry out fundraising, programmatic and community awareness strategies.

##### **Provide Leadership in Developing Community Partnerships and Collaborations**

Seek community partners, build collaborative relationships to promote MHAFC's goals, and provide leadership and planning guidance for coalitions working to improve behavioral health supports in the community.

##### **Provide Community Information/Education related to Behavioral Health**

Actively promote the mission of the Association and provide information about behavioral health issues/resources through broad use of local media and educational programs. Ensure effective use of MHAFC website and social media. Maintain resource data and help local citizens access needed services.

##### **Plan and Implement MHAFC Programs/Initiatives**

Assure that program priorities established by the Board are implemented and evaluated to determine effectiveness. Recommend new programmatic directions in response to community needs and concerns.

##### **Provide Leadership for Resource Development**

Work with the Board to develop annual budget, to set investment strategies, to monitor investment accounts, and to develop additional sources of income to implement MHAFC priorities and to assure MHAFC sustainability. Identify potential grant sources and submit applications for funding. Work with Board to plan for and implement an annual fundraising plan.

##### **Provide Leadership for Effective Donor Engagement**

Work with the Board to develop and implement an annual donor engagement and donor relations plan. Communicate regularly with potential and current donors to keep them abreast of MHAFC priorities and programs, and to thank them for their support.

### **Build and Maintain Effective Community Relations**

Assess and maintain positive community perception of MHAFC. Represent MHAFC with community groups and ensure community outreach to all constituencies including community organizations, governmental entities, the media, consumers and the general public.

### **Manage MHAFC Administrative Duties**

Ensure that all administrative functions are carried out, including data management, affiliate agreements, contract oversight, and grant management. Provide staff supervision and oversee day-to-day operation of the Association.

### **Maintain Effective Board Relations**

Take the initiative to keep Board Members informed of important developments in and outside of the organization. Be responsive to inquiries and concerns of the Board. Provide timely and relevant reports and present appropriate plans of action. Provide the Board with appropriate and timely communication.

### **Advocate for Behavioral Health Improvements**

Stay abreast of local, state and national issues related to behavioral health, and work with the Board to advocate for policies and programs that support mental wellness.

### ***Desired Skills and Attributes***

Substantial knowledge of and/or experience in the following:

- Community building, convening groups and working collaboratively with community partners
- Leadership for and management of non-profit organizations
- Program planning, implementation and management (including budget management)
- Behavioral health issues/resources
- Grant writing and fundraising
- Donor engagement
- Staff supervision
- Training and community education
- Familiarity with and understanding of both needs and resources in the communities MHAFC serves

Candidate must be a strong relationship builder who is comfortable with a wide range of people and must possess:

- Exceptional leadership skills
- Very strong oral and written communication skills
- Strong public speaking ability
- Ability to function as part of a team
- Awareness of and appreciation for how healthy non-profits operate

Advanced degree in a relevant field preferred.