

Helping Hawai'i Live Well

Job Description

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| Position Title: Executive Director | Date January 2, 2020 |
| Department: N/A | FLSA Status <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt |
| Reports To: Board of Directors | Subordinates: all agency staff |

SUMMARY: The Executive Director of Mental Health America of Hawaii is a full-time position that serves as the organization’s hands-on leader under the direction of the Board of Directors. In this capacity they are responsible for successful implementation of the plans and policies set by the Board of Directors. They set annual organizational goals and objectives to meet clearly communicated and documented Board expectations, leading the Board in raising the necessary funds to carry out those plans, providing fiscal accountability and providing program, staff, and administrative management of the nonprofit. The Executive Director must demonstrate entrepreneurial skills and provide leadership and overall management for the organization to:

1. Secure funding to ensure revenues are equal to approved annual budget needs;
2. Ensure full compliance to all grant contracts;
3. Ensure that programs are provided with appropriate support systems in the areas of staffing, planning, budgeting, scheduling, facilities, funding, program management, evaluation, and related administrative functions;
4. Develop and implement marketing and fund development strategies, and programs to ensure the growth and sustainability of the organization; and
5. Promote Mental Health America Hawaii and its mission to our community and current and prospective funding sources – act as the public face/primary spokesperson for MHAH and a “go-to” resource for media, legislators, and others who seek to understand and address Hawaii’s mental health landscape.
6. Develop and implement strategies to promote annual advocacy priorities, including community organizing and coalition leadership.

SUPERVISION SUMMARY: The Executive Director is accountable to the Board of Directors, with the Board Chair as the position’s direct supervisor. They will directly supervise a portion of the agency’s staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

In budget and finance, the Executive Director will:

1. Secure funding to permit the organization to carry out its work. This includes developing a fundraising plan, grant writing & reporting, donor/member cultivation & management, event planning & management, and leadership in other fundraising activities.

2. Be responsible for developing and maintaining sound financial management practices.
3. Work with the Finance Committee/Treasurer and the Board in preparing a budget; see that the organization operates within budget guidelines and meets fiscal goals.
4. Work with the bookkeeper and Treasurer on bookkeeping and financial reporting; Analyze and interpret organizational financials, financial reports, or governmental regulations as they pertain to the organization's strategic plans and operations.
5. Be responsible for the fund development and financial management of Mental Health America Hawaii, including the development and implementation of an annual budget and conducting annual contract negotiations with all current and potential contracted funders.

In program development and administration, the Executive Director will:

1. Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
2. Assist the Board President and Board of Directors in setting annual goals that will help to accomplish the mission of the organization.
3. Be responsible for the development, implementation, and accomplishment of the annual work plan of the organization that accomplishes the annual goals of the Board of Directors.
4. Provide leadership in developing program, organizational and financial plans with the Board of Directors, and carry out plans and policies authorized by the board.
5. Develop, maintain and amend organizational and administrative policies and program objectives for Board consideration.
6. Supervise project development and management, supervising reviews and evaluations of the results of program activities.
7. Maintain official records and documents, and ensure compliance with federal, state and local regulations.
8. Identify and define problems, collect data, establish facts, and draw valid conclusions for Board recommendation or Director-level execution.
9. Exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies.
10. Maintain a working knowledge of significant developments and trends in the field.

In operations and staff management, the Executive Director will:

1. Consciously create a workplace culture that is consistent with the overall organization and that emphasizes the identified mission, vision, and values of Mental Health America Hawaii.
2. Supervise all aspects of the Mental Health America Hawaii organization's operations: administration, legislative advocacy, and program development/oversight. Ensure that all annual objectives in each of these areas are achieved through effective staff, Board, program, and volunteer management.
3. Develop a superior team through establishment of clear performance expectations, skills training and reinforcement, and ongoing coaching.
4. Recruit, interview, select, hire, and adequately train an appropriate number of staff.
5. Provide oversight and direction to the employees in accordance with the organization's policies and procedures.
6. Empower employees to take responsibility for their jobs and goals. Delegate responsibility and expect accountability and regular feedback.

7. Foster and build on the established organizational culture. Lead by example, bringing passion, compassion, and excellence to your own work.
8. Lead employees using a performance management and development process that provides an overall context and framework to encourage employee contribution and includes goal setting, feedback, and performance development planning.
9. Provide effective performance feedback through employee recognition, rewards, and disciplinary action when necessary.
10. Maintain transparent communication. Appropriately communicate organization information through staff meetings, one-on-one meetings, and appropriate email, and regular interpersonal communication.

In communications, the Executive Director will:

1. Keep the board fully informed of the organization's condition and important influencing factors.
2. Publicize the activities of the organization, its programs, and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent programs and point of view of the organization to agencies, organizations, and the general public.
5. Lead the staff in support of all activities associated with the Board of Directors, including board meetings, meeting schedules, locations, development of agenda, meeting materials, annual retreats and events coordinated by the Board.
6. Efficiently respond to questions from funders, regulators, media, city/county/state representatives, Board members, and members of the community.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty above satisfactorily. In addition, they must have:

- Bachelor's degree or higher in public health, psychology, social work or other equivalent degree in a field related to Mental Health America of Hawaii's purpose;
- At least five years of work experience in a related field with increasingly responsible administrative experience. At least three of those five years must be in a supervisory capacity that includes responsibility for management of significant funding amounts.
- Demonstrated success in fundraising, collaboration/partnership, and community relations.
- Experience working with volunteers and a commitment to volunteer leadership and involvement.
- Exceptional nonprofit management ability and a sincere commitment to/passion for the goals and values of the organization. (See our Organizational Identity Overview)
- Exceptional verbal, written, and interpersonal skills a must.

OTHER DESIRED SKILLS:

- Adaptive Resourcefulness – agility/flexibility and a strong ability to identify and prioritize needs and secure appropriate resources quickly.
- Personal and professional alignment with, and a personal connection to the organization's defined core values, vision, and mission.
- Demonstrated *interest* in the organization's vision, mission, and short- and long-term strategic goals.

- Knowledge of Hawaii and awareness/sensitivity to Hawaii’s unique cultural diversity.
- Strong decision-making, prioritization, and problem-solving skills. A self-starter who can manage their time and workload, with the proven ability to identify and resolve issues independently.
- Appreciation for diverse cultures, working styles, and perspectives that comprise a high-functioning nonprofit.
- Possess and apply at least a basic knowledge of the mental health landscape
- Flexibility and agility in a small “many hats” organization
- A quick learner who takes initiative within the Board’s organizational boundaries

Working Conditions: Most work will be done indoors with air-conditioning but some work will be conducted without air-conditioning and also outdoors for community events.

Work Hours: (40+ hours per week) full-time schedule, generally Monday through Friday, between 8:00 am and 5:00 pm with some evenings and weekends, including Neighbor Island and interstate travel.

Equipment Use: Requires use of computer and Microsoft Office applications (Word, Powerpoint, Publisher, Excel, Outlook) as well as email, general internet and other computer applications such as Prezi and Skype. Also uses a projector for presentations.

Mental and Physical Demands: Requires occasional lifting and moving of program supplies (up to 30 lbs) and access to reliable, timely transportation to meetings, events and training sites.

Position can sometimes have a heavy emotional demand due to interaction with the public, trainees and partners who may share their experiences with mental illness and trauma.

Communication Demands: Position requires a high degree of communication skill, both verbal and written. The Executive Director must communicate promptly and in detail with agency staff, board, media, government officials and other external partners.



Authorized By:

Date: 12/30/19

NOTE: The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description. Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this position.