

CALBHB/C Executive Director

The Executive Director is the key management leader of CALBHB/C, responsible for overseeing the administration, regional collaboration and strategic goals of the organization. Other key duties include securing funding, facilitating collaboration with allied organizations, and facilitating strategic decision-making. The position reports to the CALBHB/C Governing Board, “The Board”.

General Responsibilities:

- 1) Organization Mission & Sustainability: Work with board and staff/contractors to ensure that the mission is fulfilled through regional collaboration, statewide communication, training programs, regional and statewide leadership, and strategic issue advocacy goals
 - Facilitate communication with CALBHB/C Governing Board, 5 Regions and 59 Boards/Commissions to ensure ongoing support and collaboration
 - Facilitate communication and collaboration with allied organizations
 - Ensure ongoing training to local boards and commissions
 - Organize CALBHB/C Governing Board and local Boards/Commissions around strategic issue identification and advocacy
 - Facilitate sustained statewide and regional leadership
- 2) Operations:
 - A. Financial Performance and Viability: Sustain and develop resources sufficient to ensure the financial health of the organization
 - B. Contract Administration: Tracking, reporting and invoicing.
 - C. Fiscal Management: Budget Development, Tracking, Fiscal Reporting, Administration
 - D. Communications: Administer/Maintain Website, Social Media, Contact Data, Newsletter and email communication with 59 Boards/Commissions.

Actual Job Responsibilities:

1. Facilitate CALBHB/C Governing Board and ad hoc committees (Collaborate with officers and committee leadership re: agenda, communication, attendance, strategic direction, nominations/election process.)
2. Facilitate communications efforts and outreach to 59 Boards & Commissions (Face-to-face contact, Administration of contact spreadsheet, MailChimp, Website, Quarterly Newsletter, Zoom Conference Calls)
3. Facilitate Quarterly/Regional/Annual Meetings (5 meetings per year in Superior, Central, Bay Area, Southern and LA Regions) – to include collaborating with other organizations/contractors for training, and finding speakers to address issues identified for advocacy.
4. Facilitate Advocacy - Work closely with the Governing Board to identify Mental/Behavioral Health issues and facilitate efforts for statewide advocacy.
5. Report to and work closely with the Board to seek their involvement in fiscal, organizational and advocacy decisions
6. Planning and operation of annual budget to include facilitating expense reimbursement, expenditures, dues income, and contract income
7. Contract Administration – Monitor timely performance, reporting and invoicing for deliverable-based contracts.
8. Facilitating establishment and implementation of employment and administrative policies and procedures for all functions and for the day-to-day operation of the CALBHB/C
9. Collaborating with CALBHB/C leadership to present a public face (to the organization’s members, allied organizations, the media, public officials and the general public) that reflects organizational mission, concerns, achievement and goals for issue-oriented advocacy.
10. Supervise, monitor and manage CALBHB/C contractors and/or staff
11. Sign all notes, agreements, and other instruments made and entered into and on behalf of the organization (in accordance with CALBHB/C Bylaws and established Policies/Procedures)
12. Other duties as assigned by the Executive Committee.

Professional Qualifications:

- A bachelor's degree
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience, or commensurate experience in other business/government sector, especially related to mental or behavioral health advocacy
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, meeting planning and task facilitation
- Demonstrated ability to collaborate with nonprofit leadership
- Ability to collaboratively form strategic plans for CALBHB/C to staff, board, volunteers and funders
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse groups of volunteers, mental health consumers and family members of consumers, funders, allies and public officials
- Demonstrated ability to oversee and collaborate with staff and/or contractors
- Strong public speaking ability