



Mental Health Association of Palm Beach County, Inc.

JOB TITLE: Chief Executive Officer
DEPARTMENT: Administration
CLASSIFICATION: Full-time, Exempt-Executive
REPORTS TO: Chair/Executive Committee of the Board of Directors

JOB SUMMARY:

To serve as Chief Executive Officer of the agency providing overall leadership, direction, and oversight of the affairs and business of the organization.

Work schedule is flexible and self-determined with a minimum of forty hours per week. The work schedule mirrors that of staff and business relationships and will require nights and weekend hours as necessary.

Major Functions:

- Provides effective direction, oversight, and coordination for the successful implementation of policies, goals, and objectives adopted by the Board of Directors.
- With the Board Chair, enables the Board of Directors to fulfill its governance.
- Gives direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.
- Officially represents the Board of Directors of the agency.
- Operates organization in a fiscally responsible manner with goal of maintaining reasonable financial performance and assuring compliance with funder requirements and good business practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Assists the Governing Board in examining, deliberating, and developing policies and policy governance,

1. Implements the policies of the Board through personnel actions and through exercise of executive authority over the resources and personnel of the Corporation.
2. Contributes to the Board's effectiveness by identifying short term and long range issues to be addressed; providing information and commentary pertinent to the Board's deliberations, recommending options and courses of action; implementing directions.
3. Coordinates all corporate activities as guided by the Charter and Bylaws of the Corporation and the rules and regulations promulgated by major funders.

4. With Board Chair and key members, seek opportunities to build and maintain a strong Board.
5. Develops and maintains excellent relationships with board members.
6. Provides staff support and participates in Board committees.

B. Assures that the programs and services address the needs of the community.

1. Facilitates the formulation and implementation of the Corporation's service delivery operations.
2. Promotes and represents the corporation in the community to various community leaders, individuals, governmental bodies, funding agencies, other sponsoring groups, and related service agencies.
3. Seeks opportunities to develop/enhance/enrich programs in keeping with the Corporation's mission/vision.
4. Assures that programs are conducted in accordance with funders' and community standards and the Corporation protocol for conducting these services.

C. Responsible as sole staff authority to interpret policies of the Board and acting within limitations set forth by Board policies, to direct the actions of staff, assign and utilize resources, employ and discharge staff, and design organizational structures and functions.

1. Responsible for and provides administrative oversight of the recruitment, interviewing, hiring, training and evaluating of staff employees.
2. Demonstrates positive interpersonal relations with staff and morale-maintaining considerations. Creates a culture that fosters high standards of ethics; demonstrates a sense of corporate responsibility and commitment to public service.
3. Encourages staff development through coaching, mentoring, rewarding, and guiding employees.
4. Exhibits knowledge and expertise in organizational change. Encourages open discussion, participation, decision-making, problem solving and objectivity; motivates staff to identify with the Corporation's mission/vision.

D. Exhibits effective administrative and leadership skills.

1. Demonstrates excellent written and verbal communication skills.
2. Demonstrates the ability to recognize, establish and deal with administrative priorities in a prompt manner.
3. Develops a plan of action prior to implementation of new programs, services and/or procedures; determines appropriate objectives. Takes effective action appropriate to the

circumstances.

4. Demonstrates sound judgment and good decision making skills.
5. Demonstrates ability to respond to changing circumstances in a manner so as to maximize the opportunity and minimize the problem as appropriate.
6. Represents the agency at regional, state and national levels.

E. Performs all other functions customarily delegated within the scope of authority properly and specifically set forth by the Board of Directors.

SUPERVISES:

Chief Financial Officer, Grants and Compliance Manager, Community Outreach Manager, Administrative Assistant, Receptionist, Community Relations Consultant.

POSITION RELATIONSHIPS:

Regular contact with the Executive Committee and Board Members, daily contact with staff, and significant contacts with the media, civic organizations, private and public funders and other entities, and community leaders.

POSITION REQUIREMENTS:

- Bachelor's degree required, Master's degree preferred, in health services administration or a human services field with at least 5 years of senior level non-profit organization management experience.
- Possess a comprehensive knowledge non-profit organization financial and operational management; marketing, community outreach, advocacy, staff development training, corporate compliance and grants management,
- Possess a working knowledge of applicable laws, administrative rulings, regulations, directives, and guidelines that govern private not-for-profit corporations.
- Possess excellent communication skills, both orally and in writing, as well as organizational and planning skills.
- Grant writing and grants management experience preferred.
- Position requires extensive travel in the local area. Must have a reliable vehicle, and requires maintaining a valid Florida State driver's license with a satisfactory driving record and eligibility for coverage under any applicable agency insurance.
- Ability and willingness to participate in ongoing professional development activities in order to keep current on new developments in the field and to enhance skills.

SPECIAL REQUIREMENTS AND PHYSICAL DEMANDS:

- Requires safely lifting or moving up to 25 lbs on an occasional basis, for example movement of materials or texts.
- Regular requirement to stand or sit with some walking, bending, stooping, squatting,

pushing and pulling.

- Noise level is usually quiet to moderate.

EQUIPMENT:

Telephone, fax, calculator, computer and copy machine.

SALARY RANGE:

Commensurate with experience.

Continued employment is dependent on availability of funding resources.

NON-DISCRIMINATION STATEMENT:

The Mental Health Association of Palm Beach County does not discriminate against employees or clients on the basis of race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. A non-discrimination clause concerning employment opportunity is incorporated in the Employee Policy and Procedure Manual. The Mental Health Association will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

Qualified applicants send resume to info@mhapbc.org

No calls please.