



Mental Health Association of San Francisco

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Request for candidates for the position of Executive Director, Mental Health Association - San Francisco

THE OPPORTUNITY

The Mental Health Association of San Francisco is requesting applicants for the position Executive Director. The Association has a long and successful history as the primary advocate, voice and steadfast representative of the mental health community in San Francisco. The Executive Director leads the Association's work on behalf of this vulnerable population and is the organization's principal spokesperson. The Executive Director reports to the Board of Directors and is responsible for the overall management and administration of the Association, including but not limited to contract administration, staff management and development, fiscal accountability, fund development, and community and other external relationships.

THE ASSOCIATION

The Mental Health Association of San Francisco (MHA-SF) is dedicated to improving the mental health of residents in the diverse communities of San Francisco through advocacy, education, research and training while also improving the average citizens understanding of the challenges and need to support this vulnerable population. In all its programs MHA-SF works together with people and families challenged by mental illness and with the agencies that serve them to promote mental wellness and recovery through an understanding of one's personal challenges. MHA-SF focuses on eliminating the social stigma associated with mental illness, promoting and insuring access to services, and at all times helping consumers and their families work toward independence. Prevention programs are also at the heart of MHA-SF's mission. MHA-SF is an affiliate of the Mental Health Association in California and the National Mental Health Association.

THE SUCCESSFUL CANDIDATE

- Will have a minimum of 5 years of experience in senior management roles (Executive Director preferred) in the human services field in the non-profit sector.
- Will have a masters degree in social sciences, behavioral sciences, community development, urban studies, political science or a related field. May substitute 4 years of the experience described above for a masters degree.
- Be well-informed about and able to address a variety of public audiences and the media on the issues critical to the present and future growth of the mental health field, including but not limited to: government policy on behavioral health care; all major concerns and debates in the behavioral health treatment and academic arenas; all major concerns and debates in the behavioral health care provider field; health care reform, particularly as it impacts behavioral health; the future of community-based behavioral health care systems; and federal, state, and local funding for behavioral health care systems. Must be articulate in written and verbal discourse with individuals and larger audiences.
- Demonstrated ability to develop and implement broad policy multi-media campaigns.
- History of positive interaction with community-based programs, agency personnel, elected representatives (federal, state, and local), community action networks, and public and private sector funding resources.
- Successful track record of development in both the private (foundations, major donors, etc.) and public sectors.
- Positive history of staff management and development.
- Record of sound financial management.
- History of positive Board of Directors relationships and knowledge of non-profit governance.

RESPONSIBILITIES AND DUTIES

Program Planning/ Implementation-With the Program Director, develops, implements and oversees the programs and policies within the agency's mission which respond to community needs.

Advocacy, Coalition-Building, Community Networking, Public Education- Implements the MHA-SF goals through development of and participation in community coalitions, committees and workgroups; public education activities; leadership on issues of importance to MHA-SF; positive contacts with local policy makers, Mental Health Association in California, and National Mental Health Association; and recommendations to the Board on legislative positions and actions. Maintains knowledge of significant developments and trends in the field.

Communications, Marketing and Public Relations- With the Board, plans and implements all public communications and PR activities.

Governance and Compliance- Communicates regularly with and implements all policies of the Board. Assists the Board with strategic planning. Assists with recruitment, development and training of Board members. Maintains official records and documents and is solely responsible for compliance with federal, state, and local regulations, non-profit governance, and agency and foundation contract compliance.

Financial Management- Responsible for all financial management and budgeting including monthly and year-end reports to the Board, and planning a projected annual budget for revenue and expenses. Ensures development and maintenance of sound financial practices.

Resource Development- Oversees development and implementation of a resources development plan and ensures the successful implementation of the plan. Helps to develop grant proposals and contracts.

Personnel Management

Within personnel policies and procedures approved by the Board, recruits, hires, trains, evaluates, and supervises all personnel. Defines job descriptions and sets staff salaries.

Daily Operations- Ensures that daily operations meet objectives set by Board. Establishes policies and procedures to effectively manage the organization and supervises staff to meet the organizations goals and objectives.

Interested candidates should send a letter of interest and resume to Rod Libbey, Interim Executive Director, MHA-SF, 870 Market St. Suite 928, San Francisco, CA 94102 or to rod@mha-sf.org . For more information on MHA-SF please visit <http://www.mha-sf.org>.