

June 13, 2018

JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR

ORGANIZATION DESCRIPTION:

The mission of Mental Health Advocacy Services (MHAS) is to protect and advance the legal rights of children and adults with mental disabilities, in order to maximize autonomy, promote equality and secure the resources needed to thrive in the community. MHAS accomplishes its mission by providing free legal assistance to low-income individuals with an emphasis on obtaining benefits and services, protecting rights and fighting discrimination.

The Executive Director is the key management leader of MHAS. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include development and fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

1. Board Governance: Works with board in order to fulfill the organization mission;
2. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization, including fundraising and fiscal management;
3. Organization Mission and Strategy: Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach;
4. Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate, including human resources;

PROFESSIONAL QUALIFICATIONS:

1. Bachelor degree is required; an advanced degree is preferred (JD; masters degree in public health or public policy; MBA)
2. Strong communications, leadership, and inter-personal skills
3. Five or more years senior nonprofit management or comparable experience
4. Solid, hands-on budget management skills, including budget preparation, analysis, decision-making, and reporting
5. Strong organizational and operations abilities including planning, delegating, program development, task facilitation, management, and human resources
6. Demonstrated experience or ability with successful fundraising and working with board members and volunteers
7. Strong commitment to protecting the rights of people with mental health disabilities
8. Strong public speaking ability

9. Experience with successfully seeking foundation or government grants a plus
10. Experience in the mental health or legal services non-profit sector a plus

JOB RESPONSIBILITIES WILL INCLUDE:

1. Planning and operation of annual budget and work plan; ensuring that the program work is performed properly
2. Raising the financial resources to operate the organization; forming and implementing short-term and long-term fundraising and development plans
3. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit
4. Establishing and maintaining collaborative relationships with various organizations throughout Los Angeles County, and utilizing those relationships to strategically enhance MHAS's mission
5. Reporting to and working closely with the Board of Directors to support their involvement in policy decisions, fundraising, and increasing the overall visibility of the agency
6. Overseeing the day-to-day operations of the organization and supervising and collaborating with staff
7. Strategic planning and implementation
8. Overseeing marketing and other communication efforts
9. Reviewing and approving contracts
10. Overseeing the process of seeking and executing grants
11. Other duties as assigned by the Board of Directors

Salary will be commensurate with experience and other qualifications. This position is an exempt at will classification serving at the discretion of the Board of Directors.

APPLICATION PROCESS:

All applicants must submit the following:

1. Resume;
2. Cover letter describing how the applicant meets the qualifications for the position and discussing applicant's motivation for seeking the position.

E-mail resume and cover letter to: mhasexecutivesearch@mhas-la.org.

Candidates are encouraged to apply by July 20, although applications will be considered until the position is filled.

MHAS is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, gender, national origin, ancestry, age, sexual orientation, gender expression, veteran status, marital status, pregnancy, mental or physical disability, or any other basis protected by law.