

EXECUTIVE DIRECTOR

BROOKLINE COMMUNITY MENTAL HEALTH CENTER

JOB DESCRIPTION

The Brookline Community Mental Health Center (BCMHC) is an independent, non-profit community health care center dedicated to ensuring access to the highest quality mental health and innovative, integrated care services in Brookline and Greater Boston. For almost 60 years, the Center has been deeply committed to and embraced its mission of promoting individual, family and community well-being through culturally responsive care.

With a budget of \$6 million, the Center serves 3,700 clients annually, providing 42,000 outpatient visits, particularly for those with serious mental illness and limited access to care, and offers a comprehensive range of homeless prevention, mediation, basic safety net, and community consultation services. We are also dedicated to the training of graduate level psychology, social work and clinical interns.

The Center is a leader in creating innovative, community based programs that integrate mental health within educational and medical arenas, serving children and adults with complex care needs and building new models of care for high risk populations that are increasingly recognized regionally and nationally.

THE OPPORTUNITY

The Center seeks a strategic and inspiring executive to lead the organization through its next phases of growth during health care reform. BCMHC is uniquely positioned to continue the evolution of our community mental health programs while bringing to scale initiatives that transform care delivery.

We seek an individual with an inclusive, collaborative and flexible leadership style and 10+ years of direct experience leading non-profit, community-based health organizations. The Executive Director will guide and transition the organization through evolving reforms while sustaining its deeply held community-focused mission. Familiarity with behavioral health, state and federal health care structures, and MA reform efforts are strongly preferred.

The Executive Director will report to the President of the Board of Directors and supports the Board in carrying out their responsibilities. S/he leads a senior management team that includes the Clinical Director, Managing Director, Finance Director and Chief Development Officer, as well as a clinical and administrative team of over 100 full and part-time employees.

ESSENTIAL RESPONSIBILITIES

- Strategic Leadership and Vision
 - Ensure that the Center's mission and values are embodied in its organizational culture and service delivery
 - In partnership with Board and staff, develop and implement short and long range strategic priorities in concert with organizational vision
 - Ensure that both strategic vision and day-to-day operations remain responsive to community needs and health care reform efforts
 - Attract, develop and retain highly qualified staff who work collaboratively

- Development and External Relations
 - Oversee, develop, and coordinate the management of the Center's primary external relationships with government officials, public and private funders, community partners, collaborators, and individual supporters
 - Serve as a primary policy and advocacy spokesperson for the Center
 - In collaboration with the Chief Development Officer, develop and deepen relationships with foundations, major donors, corporations, and community members

- Program Operations and Administration
 - Ensure that administrative, programmatic, and clinical functions are efficient, effective, of the highest quality, and treat all involved with full respect
 - Promote employee collaboration, leadership development, organizational diversity, and positive staff morale
 - Ensure a commitment to building cultural competence and supporting staff diversity initiatives
 - In collaboration with senior leadership, oversee development and implementation of integrated operational systems including improvements related to administrative operations, infrastructure, and clinical functions
 - Ensure compliance with all federal, state and local regulations, licensure requirements, and grant/contract covenants
 - In collaboration with senior staff, assure program planning, development and evaluation to ensure relevance and effectiveness of Center services

- Financial Oversight
 - Ensure the Center's financial health in concert with the Board, supporting their ability to fulfill their fiduciary responsibilities
 - In collaboration with the Finance Director, provide leadership in developing and monitoring annual budgets, ensuring adequate financial and internal controls are in place, anticipating needed financial modeling, and providing other fiscal oversight
 - Provide leadership and, where appropriate, direct involvement in:
 - contract negotiation and execution
 - identifying and cultivating new revenue streams

CANDIDATE PROFILE

The ideal candidate will be an accessible, collaborative, and communicative leader with a track record of working successfully with diverse stakeholders, both internally and externally, through clear communications and successful and sustained personal relationships. The candidate must possess the vision and leadership skills to gain the trust of his/her constituencies, while leading them through a changing and uncertain environment. This requires strong listening and decision-making skills, with a team oriented approach that encourages innovative thinking and program development, while building strong internal leaders. It also necessitates the ability to attract and influence external stakeholders, whether public or private partners or collaborators, foundations or individual donors. The ideal candidate must have a strong belief in and commitment to the Center's mission as an independent community health care center, while understanding the new complexities of the health care environment. This requires the ability to navigate the political complexities of the health care arena and serve as an effective advocate for the Center. In addition to all of the above, the candidate must have a proven record as an effective executive, leading and building a large and highly qualified staff and developing the necessary administrative and financial infrastructure to support it.

MINIMAL QUALIFICATIONS

Master's degree in related management or human services field
10+ years of management experience, with a strong preference for leadership experience in non-profit, healthcare organizations

Excellent salary and benefits commensurate with experience.

CONTACT

Please send cover letter, resume and salary requirements by May 15th to the attention of:
Karin B. Miller
BCMHC Board President

All inquiries will be held in strict confidentiality.

*The Brookline Community Mental Health Center is an equal opportunity employer
and dedicated to a diverse workforce.*