



## **Job Profile: Executive Director Position Mental Health America of Central Carolinas**

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Mental Health America of Central Carolinas (MHA) is a Charlotte-based non-profit that promotes mental wellness through advocacy, prevention and education in Mecklenburg and Cabarrus Counties. Through its programs, MHA has been the voice of hope for persons affected by mental illness in the region.

**Position Title:** Executive Director

**Status:** Full-time/Non-Exempt

**Reports to:** MHA Board of Directors

**Overview:** Mental Health America of Central Carolinas (MHA) is seeking its next executive leader to serve as:

- + The community face of MHA
- + The relationship builder that inspires investment and sustainable support, and
- + The advocacy voice for MHA's mission, vision and actions.

**Position Summary:** The Executive Director, in partnership with the Board, defines the success of MHA. The chief executive's role advances MHA's mission and vision, requests and builds investments that sustain the organization's work, and assures the organization's accountability and relevance to all community constituents.

- + Expectations for the Executive Director include the ability to:
  - Plan and implement philanthropic initiatives
    - Systematically cultivate and nurture long term collaborative relationships with key stakeholders and donors.
    - Develop and maintain positive relationships throughout the community, to attract continued donor investments
  - Develop and manage the financial requirements necessary to successfully operate all service priorities
  - Establish positive, effective working relationships with all key stakeholders

### **Responsibilities**

- + **Strategic Leadership:**
  - Lead and implement MHA's strategic plan, ensuring that budget, staff, and service priorities are aligned at all times with mission
  - Cultivate transparent, effective processes and working relationships with Board members that support optimum governance and performance
  - Assess and implement thoughtful strategies that align with philanthropic advancement, changing developments in mental health services, and non-profit governance
  - Represent MHA in the broader community as a key ambassador who reflects and enhances the organization's profile.

#### **Advancement (Fundraising)**

- Lead the creation, implementation, and monitoring of a comprehensive fundraising plan that inspires investment from individual donors, foundations, corporations, and government agencies
- Guide and support the responsible Development staff
- Generate, coach, and implement Board and committee activities related to fundraising process
- Actively engage in cultivation, solicitation and stewardship activities
- Provide input and oversight for gift management system

#### **Operational Oversight:**

- Ensure effective and efficient operations (programs, systems, impact evaluation)
- Create and maintain a work environment that recruits, retains, nurtures and evaluates quality staff and volunteers
- Provide motivational guidance that encourages quality and reputation for the work and presence of MHA



#### **Financial oversight**

- Monitor all MHA's fiscal activities (budgeting, risk management, fund development)
- Promote programs and services that reflect quality and cost effectiveness
- Develop initiatives and activities (earned and contributed revenue diversification) that ensure financial sustainability sufficient to achieve the organization's goals

#### **Community relations**

- Lead the integration of MHA and its brand into the fabric of the community through effective marketing, communications, and key relationship building efforts
- Serve as MHA's leading advocate and spokesperson within both public and private sectors, for issues relevant to MHA, its programs and constituencies.
- Partner, as appropriate, with legislators, regulatory agencies, volunteers and representatives of the non-profit sector to promote legislative and regulatory policies that encourage a healthy community

**Qualifications:** A strong candidate will demonstrate critical competencies in each of the following four broad categories:

-  **Strategic Solution Orientation:** a systems thinker, customer focused and goal driven  
This individual will lead with active innovation, open communication, and flexibility, both as a self-starter and a team player.
-  **Innovative Leadership:** creative and comfortable with change management; excellent coalition building skills; a persuasive negotiator, a passionate and outgoing spokesperson, a relationship builder and fundraiser



- ✦ **Business Acumen:** a knowledgeable, ethical, experienced leader who can foster business development and philanthropic initiatives and effectively position MHA in a rapidly changing and often competitive external environment; action oriented, entrepreneurial, and innovative

\*Preferences include documented experience and expertise re: philanthropy, non-profit environments, mental health and public policy

- ✦ **Motivation:** consistent, open communicator, team-focused; adept at influencing and empowering team mates; champions the impact of attitude and action on the MHA and its program participants

**Experience:** Demonstrated success in resource development, community relations/marketing, fundraising and philanthropy. A Bachelor's Degree is required, with 5 or more years of experience in a management position. (*Salary will be commensurate with experience.*)

**To Apply:** Please send your resume, cover letter and professional references to [search@pattonmcdowell.com](mailto:search@pattonmcdowell.com).

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