



## **Mental Health America of Northeast Indiana**

### **Executive Director Opportunity Guide**

**The mission of Mental Health America of Northeast Indiana (MHANI) is to promote the mental and emotional health of our community by offering advocacy, education, support services, and hope.**

**We envision a community that embraces individuals with mental health challenges, promotes recovery, and fosters wellness.**

Mental Health America Northeast Indiana (MHANI) is seeking an inspiring, experienced Executive Director to lead and advance the impact of the organization in all of its strategic priorities: education, advocacy, support services, and hope. This position represents an opportunity to positively affect the health of a broad community, engaging professionals across a spectrum of specialties and partnering with businesses and other nonprofit organizations across the region. The Executive Director, in collaboration with a stable, professional team, will oversee and manage all aspects of the organization, including programming, operations, communications, fundraising and finance. The Executive Director partners with, reports to, and is accountable to the Board of Directors, currently 15 members.

#### **Key Responsibilities**

##### **Leadership & Management:**

- Maintain and promote a culture of transparency, high performance, compassion and integrity in all areas of the organization's work and in every individual and organizational relationship.
- Ensure ongoing programmatic excellence, rigorous program evaluation, and consistent quality in finance and administration, fundraising, communications, and systems.
- Actively engage and energize MHANI board members, committees, partnering organizations, and funders through transparent communications.
- Along with board leadership develop, maintain, and support a strong Board of Directors; serve as an ex-officio member of each committee; maintain open, regular communications with the board regarding the organization's financial position and programmatic accomplishments and challenges.

- Lead, coach, and develop MHANI's leadership team and staff.
- Employ effective, data-driven systems to track progress and regularly evaluate program components to measure successes that can be effectively communicated to the board, funders, and other constituents.

#### **Fundraising & Communications:**

- Expand local revenue generating and fundraising activities to support existing programs and build stability and sustainability; maintain and expand state and federal program support.
- Oversee the deepening and refining of all aspects of communications—including social media, web presence, fundraising vehicles, and general communications – with the goal of clarifying and strengthening the organization's brand and growing the supporter base.
- Use external presence and relationships to garner new opportunities for funding, partnerships, and advocacy.

#### **Advocacy:**

- Promote Mental Health America of Northeast Indiana and its mission in the community; serve as the face of the organization and a "go-to" resource for media, legislators, and others who seek to understand northeast Indiana's mental health landscape.
- Seek out opportunities for staff members to serve as ambassadors and advocates for mental health.
- Pursue channels of appropriate advocacy regarding legislation, local initiatives, and community activities that promote mental health.

#### **Qualified candidates will possess the following:**

- Bachelor's degree or higher in a field pertinent to successfully leading a nonprofit organization.
- At least eight years of work experience in a related field with increasing responsibility, including staff supervisory experience and the management of significant funds.
- Demonstrated success in fundraising, collaboration/partnerships and community relations.
- Successful history of working with a Board of Directors toward shared goals and priorities.
- Work autonomously with a minimal amount of supervision and be a proven self-starter.
- Action-oriented, entrepreneurial approach to developing programs and service areas while staying within MHANI's mission.
- Demonstrated commitment to diversity, inclusion, access, equity and fostering a spirit of belonging in staff members and those being served by the organization.
- Well-developed, effective communication skills (both verbal and written).
- Commitment to transparency with staff, board, and community and a positive, supportive attitude in times of challenge.
- Will consider applicants with equivalent education and/or experience.

**Ideal candidates will also exhibit the following:**

- Exceptional presentation skills as required to make formal, persuasive presentations to community groups and funders.
- History of agility and flexibility in managing the complex needs of a nonprofit; a strong ability to identify and prioritize the needs of the organization.
- Demonstrated interest in MHANI's mission and goals.
- Experience in leading organizational change with positive results.
- Adept at "wearing many hats" as required in small organizations.
- Experience in the management of state and federal funding/grants.
- Advanced degree or focused training in organizational leadership, human service administration, nonprofit management, or other area relevant to MHANI's mission.

**Our organization offers:**

- **A flexible, family-friendly work environment**
- **A seasoned, professional group of colleagues**
- **A comprehensive benefit package**
- **Opportunity to lead a dedicated staff and perform in a leadership role in the community**

**Starting Salary: \$60,000 - \$75,000 based on education, experience, and fit for the organization. Regular opportunities for review and salary advancement will be presented.**

To apply, please send a thoughtful cover letter and resumé via email no later than November 8 (applications will be considered on a rolling basis; early applications are encouraged) to:

**Joan Baumgartner Brown, Interim Director**      [jbrown@mhanortheastindiana.org](mailto:jbrown@mhanortheastindiana.org)

At Mental Health America of Northeast Indiana, we are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, physical or mental disability, marital status, age, veteran status, or any other basis covered by applicable federal, state, or local law. Reasonable accommodations will be made for the known physical or mental disabilities of an otherwise qualified applicant for employment or employee unless undue hardship to MHANI would result. All employment is decided based on qualifications, merit, and organizational need.

This posting is an overview of the Executive Director position. It does not encompass all the duties and assignments the successful candidate will be responsible for or asked to perform.