

Mental Health America of Lancaster County

POSITION DESCRIPTION

Position Title: Executive Director

Reports To: Chair of Board of Directors

Date: April 2012

Position Role

This fulltime position will oversee all the current and future programs of the MHA, its volunteers and staff, in the context of our mission, while maintaining the integrity and high standards of community involvement in Lancaster County. Working with the board the executive director will implement the current Strategic Directions while developing a greater vision. Hands-on work is frequently required at all levels of the job.

Essential Responsibilities

The essential responsibilities of the position fall into 5 broad categories:

1. Administration

- Recruit, evaluate and supervise staff.
- Recruit and supervise volunteers.
- Develop, implement and coordinate a communication system that facilitates a clear understanding of processes and policies for employees and volunteers.
- Implement Board approved personnel policies.
- Report to the Board of Directors and serve as a liaison among staff, volunteers, and members of the Board.
- Development of operational efficiencies and technology supports in the office.
- In association with Board Treasurer and Finance Committee prepare annual operations budget, monthly monitor expenses and revenue based on approved budget and oversee all financial activities.

2. Board Assistance

- Help recruit new board members and assist with overall board development.
- Work with the Board and Board committees to develop plans, policies and priorities for staffing, programs, and speaking events.
- Coordinate information from related agency meetings.
- Regular attendance and reporting at 10 Board Meetings a year.

3. Fundraising Oversight

- Write or oversee applications for new grants that ensure fiscal continuity, organizational growth and program expansion.
- Prepare and submit grant reports.

- Design, oversee and implement Board approved fundraising strategies such as the Annual Campaign, Special Events.
- Oversee the Annual Membership Campaign with the committee charged with this responsibility.

4. Program Development

- Ensure quality and stability of programs in areas of Advocacy, Education, and Supportive services.
- Oversee the development and coordination of new and innovative programs and services that support the mission of MHA.
- Assist board members and volunteers in developing, implementing, and evaluating programs and work plans.

5. Communication and Outreach

- Represent MHA as its primary spokesperson.
- Network with public officials, including but not limited to County Commissioners and legislators, community and other organizations throughout Lancaster County Pa through public speaking, media presentations, attending meetings, workshops and seminars.
- Represent MHA within the state and at national conferences as determined appropriate by the Board of Directors.
- Oversee official MHA publications, Web site, and other social media content.

Key Results

- At all times conduct oneself in a professional manner including dress, and communications with employees.
- Advocacy, Educational, and Supportive Services will address the needs of people with mental illness who reside in Lancaster County Pa.
- MHA will maintain the financial stability needed to accomplish the mission of the organization.

* MHA reserves the right to modify the essential responsibilities of this position description as business demands and dictates.

By signing below, you indicate that you have read and understand the essential duties of this job as outlined above.

Employee Signature