



Executive Director

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| Immediate Supervisor: | Board of Directors - Executives | Status: | Exempt | Employees/ Contracts Supervised | 4 |
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JOB SUMMARY:

Under general supervision of the Chair of the BHAM Board of Directors, manages the administration and operations of the Alliance with the highest ethical integrity. Duties and responsibilities include working with multiple stakeholder leaders to represent the interests of the behavioral health service providers. Proactively influences the future of the human services delivery system; builds resources, tools, and methods to enable members to achieve success; ensures the long-term viability of the Alliance with a passion and entrepreneurial spirit about improving access and quality of mental health and addiction services for Montanans.

ESSENTIAL FUNCTIONS:

- Provides leadership to the membership and the Board in the development and execution of strategies, policies, and strategic plans in support of the mission of BHAM and its programs.
- Builds Alliance membership and nurtures engagement through frequent and regular contact with current and prospective members. Garner input on needs, priorities, and positions to assist in developing effective strategies.
- Disseminates/communicates a wide variety of information and other materials on public policy and best practices.
- Assures provision of responsive action to members through problem solving, advocacy, policy interpretation and clarification, and timely research related to prevention/promotion, treatment and other interventions, and recovery issues as appropriate.
- Directs the development of collaborative relationships with other related organizations, community leaders, State agency representatives, members of the State legislature, members of Congress, and the media.
- Assures ethical and clear media relations and presentation skills in order to communicate the goals of the organization to communities.
- Oversees and manages contract positions for bookkeeping, marketing, government relations, and lobbying.
- Advocates in support of the Alliance's priorities and strategic direction with people who influence or develop policy.
- Demonstrates sound decision-making to execute and implement policies and positions set forth by the Board of Directors.
- Advises and assists the Chairperson and other officers in fulfilling the duties and responsibilities of their respective offices.
- Develops annual budget for Board approval and manages and directs the fiscal and financial activities of the Alliance. Prudently manages the resources within guidelines per current laws, regulations, and

other nonprofit corporation requirements.

- Expands non-dues revenue opportunities for the organization and services available to members through BHAM.
- Executes all contracts, agreements, and commitments on behalf of the Alliance with Board approved guidelines.
- Preserves and accurately maintains the records, documents, and necessary files of the Alliance.
- Oversees fundraising, planning and implementation including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation in support of Alliance operations and priorities.

ORGANIZATIONAL COMPETENCIES:

1. Ethical – this position requires the highest ethical standards in advancing the organization’s mission. Requires a self-starter who can perform with very little day-to-day oversight.
2. Communication - Consistently uses positive communication skills to promote effective interpersonal relationships. Provides timely and thorough follow-up. Models professionalism by addressing others with appropriate actions, appearance, and communication. Models and promotes effective written and verbal communication. Communicates tactfully and respectfully.
3. Accountability - Takes ownership for resolving problems, and reaching goals, Accepts responsibility for own behavior. Assures that resources are allocated in accordance with the priorities of the strategic plan. Performs self-quality monitoring in order to develop and execute plans to meet established goals.
4. Time Management - Maximizes the use of time and resources in a flexible schedule and effectively prioritizes tasks. Completes paperwork, and other required documentation accurately and timely.
5. Teamwork - Works cooperatively and capably with a wide variety of people. Actively promotes teamwork and information sharing with constituency. Works in a spirit of trust and maintains professional boundaries in working with others.
6. Flexibility - Adapts rapidly to changing work demands and priorities.
7. Confidentiality - Complies with all HIPAA and 42 C.F.R. Part 2 regulations relating to privacy, security, and confidentiality. Safeguards confidential information.

EDUCATION/TRAINING/EXPERIENCE: Minimum BA/BS or combination of education and experience. Master's degree preferred. Minimum of 10 years' experience in progressive leadership. Health/Human Services experience desired.

CERTIFICATE OR LICENSE: Must have valid Montana state driver's license and proof of insurability.

SKILLS: Leadership, relationship builder, fundraising, health public policy analysis and advocacy, organization, writing, documenting, facilitation, presentation skills, integrity, confidentiality, sound business judgement, analytical, and problem solving. Proficiency in Microsoft Products including, but not limited to WORD and Excel.

PHYSICAL DEMANDS: A typical workday involves sitting, standing, bending, use of a keyboard, reaching with hands and arms, and talking and hearing.

WORK ENVIRONMENT /JOB LOCATIONS: Work is primarily indoors. Must live in Montana and be willing to work a flexible schedule accomplishing all tasks. Involves everyday risks or discomforts requiring normal safety precautions. Driving required. Some overnight travel.

COMPENSATION: Hiring compensation will be DOE with a minimum of \$90,000 with a substantial increase after a successful probationary period. Generous benefit stipend available for insurance, retirement, etc. Includes generous paid leave, holidays, flexible work hours with work from home schedule.

Disclaimer: *The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*