


<b>Position Title:</b>	<b>Executive Director</b>	
<b>Position Type:</b>	<b>Full-time</b>	
<b>Pay:</b>	<b>\$90,000 - \$105,000</b>	
<b>Department:</b>	<b>Administration</b>	
<b>Reports to</b>	<b>ACMH Board of Directors</b>	
<b>Position Summary</b>		

The Executive Director of the Association for Children’s Mental Health is responsible for maintaining and overseeing all aspects of the organization including advocacy, peer support, education, and information for families across the state of Michigan and ensuring the family voice is represented in mental health policy.

This position requires the ability to travel within Michigan, nationally, and potentially globally.

### Essential Duties and Responsibilities

#### Executive Director

- Direct the ACMH team through research and implementation of ACMH programs to improve organizational performance, capability, and work environment
- Ensures ACMH programs are compliant with all applicable policies, procedures, and regulatory requirements
- Direct design, planning, and implementation of organizational ACMH programs aligned with the objectives, goals, and strategy of the organization
- Advises on and advocates for an ACMH model that demonstrates an investment in the community’s continuous development and support for all parents to be equipped with the necessary resources to support their children’s mental health
- Stays up to date on leading-edge mental health resources, applications, and tools
- Conducts needs assessments and makes strategic ACMH decisions based on organizational priorities
- Designs and oversees ACMH development and implementation of targeted solutions to the ACMH range of audiences
- Participates with the government to identify needs and establish strategic plans for mental health resources including the development of internal and external cost-effective measures
- Establishes metrics and evaluation strategy for learning initiatives to measure effectiveness at all levels
- Researches, oversees, and assesses external vendors for training programs, materials, and equipment, and makes necessary recommendations to the board
- Reviews and approves timesheets, expense requests, and leave requests
- Reviews and ensure continuous accuracy of AJE, bank reconciliation, deposit/check log
- Oversees audit of the organization
- Oversee leases including but not limited to the office lease, equipment lease, liability insurance, and health insurance
- Approve materials and equipment purchases for the organization
- Review various permits and registrations needed as nonprofit
- Annually applies for SAMHSA and other grants needed to fund the organization and its efforts

- Write work plans and budgets for all Department of Health and Human Services grants as well as quarterly reports
- Oversee website and social media posting to maintain brand reputation and offer regularly updated content
- Provide staff training and retreats including but not limited to: Diversity, Equity, and Inclusion
- Keep well-informed of grant proposals and requirements for reporting-Flinn, Gerstacker, SAMHSA, Department of Health and Human Services through American Rescue Plan, Children's Mental Health Block Grant, and MiKids Now funding
- Work with Certified Community Behavioral Health Clinics and Intensive Crisis Stabilization Services to expand the peer continuum
- Work with Community Mental Health Association around Behavior Risk Threat Assessment
- Work with Michigan Health Endowment Fund around grant needs
- Consults with other states, sites, and organizations around Parent Support Partner, Youth Peer Support, Family Directed, Youth Guided
- Network with Community Mental Health Services Programs
- Manages and encourages the development of leadership, advocacy, and professional and personal development in employees including holding regular coaching sessions, providing impactful feedback and learning opportunities, and supporting employees' professional goals while advancing the needs of the organization
- Serves as the key point of contact for neighboring organizations, policymakers, governing bodies, and more
- Attends conferences and committee meetings, as well as other key associations and partners
- Ensures deadlines are met and budgets are maintained
- Leads the recruiting process including writing job descriptions, interviewing, and referring qualified candidates to fill approved open positions
- Monitors and supports organizational goals by raising community awareness of available products and services providing sound resources for children experiencing mental health challenges
- Perform other duties as arises

### **Knowledge, Skills, and Abilities Required**

#### **Executive Director**

- Bachelor's Degree in a related field (Social Work, Human Services, Political Science, or Nonprofit Management) required
- 5+ years of experience in a nonprofit leadership role
- A parent or primary caregiver raising a child/youth with emotional behavioral and or mental health challenges
- Exceptional project management skills across medium and large-scale projects
- Solid understanding of mental health concepts, policies, and materials
- Well-developed verbal, written, presentation, facilitation, and communication skills with proven ability to deliver exceptional service to all stakeholders
- Ability to supervise, coach, and manage cross-functional teams, and direct reports daily
- Multi-task orientation to handle several projects at once
- Ability to meet deadlines so updates and content are completed promptly
- Requires the analytical ability to create reports related to analyzing successful outreach promotions
- Must be proficient in the following computer programs: Microsoft Office, Microsoft Word, PowerPoint, Excel, and Google Docs