INTERIM EXECUTIVE DIRECTOR - JOB DESCRIPTION

Job Announcement

The California Association of Mental Health Peer Run Organizations (CAMHPRO) is seeking an interim executive director to lead the organization. The founding executive director is stepping down, and the organization is looking for a strong executive to lead us through this transitional period. To this end, CAMHPRO seeks a visionary leader who can provide both strategic and operational leadership to the organization and to the peer community while focusing on setting up the organization for the future. This person will support and lead the CAMHPRO activities on behalf of CAMHPRO's organizational and individual members as well as the mental health community at large. We're specifically seeking candidates who bring a track record of organizing and motivating staff and the community to work together in a committed way to achieve a common mission or goal; a strong negotiator and can read situations quickly, understand multiple perspectives, and bring people together in a shared path forward; and a leader who is committed to diversity, equity, and inclusion and who will stand by their convictions and CAMHPRO's principles. This person will need the ability to attend in-person meetings throughout California. While this person may be considered for the permanent executive director position, that is not a requirement of this position; The interim executive director may also play a critical role in recruiting the next executive director. CAMHPRO welcomes all applicants that reflect the diversity of California's mental health communities.

Position Description

The Interim Executive Director of CAMHPRO is responsible for leading the organization forward, building on past success of advocating for strong peer-run organizations that transform the mental health system. Working with the Board, member organizations, and key partners, the successful candidate will be responsible for developing and implementing strategy and operating plans, maintaining CAMHPRO's vision and reputation, and establishing future-oriented goals. This includes working with board, staff, and members to determine what the next iteration of organizational leadership might look like.

Reports to: Board of Directors

Key Relationships: Staff and consultants (i.e., accounting, fund development)
Member organizations, individual members, and other peer-led groups
Substance Abuse and Mental Health Services Administration, California Department of Health Care Services, MHSOAC and other government agencies
Media

Duties and Responsibilities

Administration: Oversees all aspects of Agency administration, including human resources, fiscal, compliance, and operations.

- Oversees recruitment, onboarding, training, supervision, and performance monitoring of a diverse workforce
- Ensures establishment and compliance with personnel policies and staffing of a diverse workforce
- Assures sound financial management and legal compliance, including working with the bookkeeper and accountant
- Develops, evaluates, and monitors agency and program budgets, as directed by Board
- Negotiates and attends meetings related to Agency contracts
- Works to diversify the Agency budget across initiatives and funding streams
- Responsible for the preparation of agency and program reports to the Board and granters
- Assures Board recruitment, development, and maintenance

Resource Development, Public Relations, and Community Outreach: Develops and assures execution of fundraising plans and leads the community relations effort by serving as spokesperson for CAMHPRO to agencies, organizations, and the general public.

- Responsible for resource development, including developing fundraising plans, identifying grant/fund resources, and grant writing
- Presents Agency's perspective at all behavioral health and related meetings
- Establishes and maintains personal contacts within mental health and related organizations
- Collaborates with mental health constituency groups and other related organizations throughout the State
- Advocates for the continued expansion of peer values with State and County policy and practice leaders

Program Management: Leads the strategic direction of CAMHPRO in its program development and execution.

- In collaboration with related staff and Board, plans, develops, and coordinates programs
- Evaluates the design, development, implementation, and coordination of programs
- Responsible for training and supervision of Program Directors and other staff
- Provide technical assistance and staffing to programs when necessary
- Seeks out opportunities to expand and further program impact

Experience, Skills, and Abilities

Overarching Qualification: recognized consumer leadership and ability to motivate and guide others

- Lived experience as a mental health consumer /survivor /ex-patient

- A Bachelor's Degree in a relevant field preferred (Social Work, Psychology, Community, Education, Advocacy/ Activism) or clearly demonstrated equivalent work experience in the field.
- Demonstrated experience in a nonprofit, community-based, and/or advocacy setting with proven competency to supervise agency personnel and manage administrative operations.

Organizational Information

CAMHPRO, founded in 2012, is a 501(c)3 non-profit incorporated consumer-run statewide organization consisting of member entities, which are established, independent and successful consumer-run organizations, and individual consumer members.

CAMHPRO's mission is:
"to transform communities and the mental health system throughout California to empower, support, and ensure the rights of consumers, eliminate stigma, and advance self-determination for all those affected by mental health issues by championing the work of consumers and consumer-run organizations."

CAMHPRO promotes the work and mission of peer run organizations and individual consumers devoted to advocacy and empowerment for mental health consumers. Through championing the work of consumer run programs and individual consumers, CAMHPRO advances quality, person centered, holistic, and culturally responsive services and supports on local, regional, and statewide levels.

How to Apply:

Please send cover letter, resume, writing sample and supplemental application to Briana Gilmore at camhprotransitionteam@gmail.com by November 30, 2021.

Writing Sample: This could include any professional writing sample, such as a section of a grant or funding application, a white paper, policy brief, blog post, or article that you've written.

Supplemental Application: Please respond to the following questions.

1. The Interim Executive Director will serve as a leader of peer-led organizations across the state. Please describe your vision for California's peer movement. What are the key issues to focus on? What do you think are the most important areas to address?

2. The Interim Executive Director will be responsible for supervising staff, working with the Board, and serving as the liaison with multiple community and government organizations. Please describe your leadership style and approach.

3. The Interim Director is the lead on all grant development and implementation efforts. Imagine that you receive a notice that CAMHPRO has been awarded a new grant during your first few weeks. What are the top priorities for implementing this new grant in the first three months? What specific steps might you take?

CAMHPRO is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

First interviews will be conducted during the first two weeks of December with follow-up interviews during the first two weeks of January. The board anticipates making a selection by the end of January.