

Job Posting

EXECUTIVE DIRECTOR - Brookline Community Mental Health Center

The Opportunity

The Brookline Community Mental Health Center (BCMHC), an independent, non-profit community health care center ensures access to the highest quality mental health and innovative, integrated care services in Brookline and Greater Boston, seeks a strategic and inspiring executive to lead the organization. The Center is uniquely positioned to continue the evolution of community mental health programs while bringing to scale initiatives that transform care delivery.

The Organization

For 60 years, the Center has deeply embraced its mission of promoting individual, family and community well-being through culturally responsive care. With a budget of \$6 million and 100+ multi-disciplinary professional staff, the Center serves 3,700 clients annually, providing 40,000+ out-patient visits, particularly for those with serious mental illness and limited access to care, and offers a comprehensive range of homeless prevention, mediation, basic safety net, and community consultation services. It has a robust training program for graduate level psychology, social work and clinical interns.

The Center is a leader in creating innovative, community based programs that integrate mental health within educational and medical arenas, serving children and adults with complex care needs and building new models of care for high risk populations that are increasingly recognized regionally and nationally.

Executive Director Responsibilities

Strategic Leadership and Vision

- Ensure that the Center's mission and values are embodied in its organizational culture and service delivery
- In partnership with Board and staff, develop and implement short and long range strategic priorities in concert with organizational vision
- Ensure that both strategic vision and day-to-day operations remain responsive to community needs and health care reform efforts
- Attract, develop and retain highly qualified staff who work collaboratively

Development and External Relations

- Oversee, develop, and coordinate the management of the Center’s primary external relationships with government officials, public and private funders, community partners, collaborators, and individual supporters
- Serve as a primary policy and advocacy spokesperson for the Center
- In collaboration with the Chief Development Officer, develop and deepen relationships with foundations, major donors, corporations, and community members.

Program Operations and Administration

- Ensure that administrative, programmatic, and clinical functions are efficient, effective, of the highest quality, and treat all involved with full respect
- Promote employee collaboration, leadership development, organizational diversity, and positive staff morale
- Ensure a commitment to building cultural competence and supporting staff diversity initiatives
- In collaboration with senior leadership, oversee development and implementation of integrated operational systems including improvements related to administrative operations, infrastructure, and clinical functions
- Ensure compliance with all federal, state and local regulations, licensure requirements, and grant/contract covenants
- In collaboration with senior staff, assure program planning, development and evaluation to ensure relevance and effectiveness of Center services

Financial Oversight

- Ensure the Center’s financial health in concert with the Board, supporting their ability to fulfill fiduciary responsibilities
- In collaboration with the Finance Director, provide leadership in developing and monitoring annual budgets, ensuring adequate financial and internal controls are in place, anticipating needed financial modeling, and providing other fiscal oversight
- Provide leadership and, where appropriate, direct involvement in:
 - contract negotiation and execution
 - identifying and cultivating new revenue streams

QUALIFICATIONS AND EXPERIENCE

- The ideal candidate will be an accessible, collaborative, and communicative leader with a track record of working successfully with diverse stakeholders, both internally and externally, through clear communications and successful and sustained personal relationships.
- Must have a strong belief in and commitment to the Center’s mission as an independent community health center, and understand new health environment complexities.

- Have a proven record as an effective executive, leading and building a large and highly qualified staff and developing the necessary administrative and financial infrastructure to support it.
- Possess vision and leadership skills to gain the trust of constituencies, while leading through a changing and uncertain environment
- Needs strong listening and decision-making skills, with a team oriented approach that encourages innovative thinking and program development, while building strong internal leaders

MINIMAL QUALIFICATIONS

- Master's degree in related management or human services field
- 10+ years of management experience, with a strong preference for leadership experience in non-profit, healthcare organizations

Reports to the President of the Board of Directors.

The Center is an equal opportunity employer and dedicated to a diverse workforce.

Excellent salary and benefits commensurate with experience.

APPLICATION

Please send cover letter, resume and salary requirements by **February 28th** to the attention of:

Karin B. Miller, BCMHC Board President
ExecutiveSearch@Brooklinecenter.org

All inquiries will be held in strict confidence.

Please see our website for further information: www.brooklinecenter.org