



partnering  
investing  
empowering

## SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Deputy Director**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Executive Director**

Revision Date: **November 2022**

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### POSITION SUMMARY:

The Deputy Director assists the Executive Director in the overall planning, directing, and coordination of the work of Saint Louis MHB. Responsible for the oversight and coordination of community investments to facilitate attainment of MHB's strategic goals.

### ESSENTIAL FUNCTIONS:

#### 1. Planning

- Participates in and/or leads at the direction of the Executive Director MHB's formal planning processes, including but not limited to:
  - Periodic strategic planning
  - Needs assessments
  - Trend analysis
  - Periodic review of Community Investment Policies

#### 2. Management

- The Director of Clinical Partnerships, Director of Prevention Partnerships, St. Louis Area Violence Prevention Commission Director, Children's Services Project Director, and the Digital Director report directly to this position
- Recruits, interviews, and recommends potential candidates to the Executive Director
- Trains and manages staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
- Prepares annual performance evaluation for each direct report and submits to the Executive Director for review and approval
- Takes on duties and assignments of Executive Director in their absence

#### 3. Community Leadership and Involvement

- Represents MHB at speaking engagements in the community related to the organization's mission
- Seeks opportunities for the Saint Louis MHB to provide community leadership, coordination, and collaboration to enhance community services
- Engages in local collaborations/groups related to behavioral health prevention, intervention, and/or alignment efforts
- Identifies and maintains relationships with a diverse group of community members, agencies, institutions, and government officials

4. Program Management
  - Provides leadership of and oversight for MHB's grantmaking and community investment processes
  - Oversees strategic initiatives, collaborative funding, and collective impact
  - Acts as liaison with community investments, new project management, federal and state agencies related to distribution of public funds, coalition building, and community planning
  - Ensures the grant management information system allows for production of data as it relates to programmatic and fiscal oversight of community investments
  - Provides training for MHB applicants, grantees, staff and Trustees on the grantmaking process and outcome-based funding
  - Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded partners, while working to change the culture of grantmaking from transactional to transformational
  - Identifies and addresses internal and external health equity and racial justice system inequities and works to foster systems change in community investment and grant making
5. Fiscal Management
  - Participates in annual budgeting process
  - Oversees the management of community investments as it relates to adherence to the approved operating budget
6. Other duties as assigned by the Executive Director

## **QUALIFICATIONS:**

1. Master's degree in social work, psychology/counseling, public administration, or a related field, plus a minimum of 8 years' experience in supervisory or management positions. Four of those 8 years should be in non-profit or government agencies that make grants or enter into contracts for services.
2. Knowledge of human services delivery systems, grant making, and contracting processes
3. History of working cooperatively and effectively with public officials and agency personnel
4. Exceptional written and verbal communication skills
5. Proficient in MS Office, grant management, and finance/accounting software
6. Commitment to health equity and racial justice
7. Objective decision maker that does not include personal preference or bias in decisions
8. Excellent judgment and ability to handle confidential information
9. Valid driver's license
10. Reliable transportation allowing travel between locations when required
11. Independently mobile in a variety of locations and settings

**SIGNATURE:**

I have read and understand the job description for my position at the Saint Louis MHB. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to an all-exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Saint Louis MHB reserves the right to change, amend, add, delete, and otherwise assign any and all duties, responsibilities and position titles as it deems necessary to meet the needs of the business.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Supervisor's name

\_\_\_\_\_  
Supervisor's signature

Today's date: \_\_\_\_\_