



SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Director of Youth Development Partnerships**

Department: **Program**

FLSA Status: **Exempt**

Status: **Full-Time**

Reports to: **Deputy Director**

Revision Date: **September 2023**

POSITION SUMMARY:

The Director of Youth Development Partnerships manages community investments related to early childhood, out-of-school-time, and other children's services programming to facilitate the attainment of MHB's strategic goals.

ESSENTIAL FUNCTIONS:

1. Planning
 - Participates in MHB's formal planning processes
2. Staff Supervision (as applicable)
 - Recruit, interview, and recommend potential candidates to the Deputy Director and Executive Director
 - Train and manage staff activities and workflow, while providing individualized, ongoing support and mentoring for direct reports
 - Prepare annual performance evaluation for each direct report and submit to the Deputy Director for review and approval
3. Community Leadership and Involvement
 - Represents MHB at speaking engagements in the community related to children, youth and adult behavioral health, as approved by the Deputy Director
 - Develops trusting collaborative relationships with community coalitions, funded partners, city residents, and other funders
 - At the direction of the Deputy Director, supports community-based initiatives or leads special projects focused on improving community responses to behavioral health needs, behavioral health prevention, and trauma-informed care
4. Program Management
 - Maintains up-to-date knowledge base of emerging issues related to **early childhood, out-of-school time**, and children's services in the communities served by Saint Louis MHB
 - Under the guidance of the Deputy Director, assists with the planning and implementation of grantmaking functions and processes related to the Community Mental Health Fund (CMHF) and the Community Children's Services Fund (CCSF)

- Provides training for MHB applicants and funded partners on the grantmaking process and outcome-based funding
- Provides application support for MHB applicants and funded partners
- Ensures all CCSF funded partners' activities are monitored and reports any performance, financial management, or contract compliance issues to the Deputy Director
- Provides capacity building support to applicants, funded partners, and grassroots organizations through connection to resources and tools intended to help improve and/or expand services
- Engages in community groups and internal MHB activities which focus on building trust, transparency, and reducing the administrative burden for funded organizations, 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
- Implements all facets of the Community Children's Services Fund, Community Mental Health Fund and any relevant federal grant contracting processes for MHB's portfolio of projects for children, youth and adults as assigned by the Deputy Director
- Identifies opportunities to optimize Community Investment policies, procedures, and processes in collaboration with other staff to ensure continuous quality improvement

5. Other duties as assigned by management

QUALIFICATIONS:

1. Master's degree in early childhood, social work, public administration, public health, psychology, counseling, or related field plus at least 6 years' experience in a non-profit or government setting
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 Microsoft Office, grant management, and various other platforms
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 be 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: _____