



## SAINT LOUIS MHB JOB DESCRIPTION

Job Title: **Executive Director**

FLSA Status: **Exempt**

Departments: **Program and Operations**

Status: **Full-Time**

Reports to: **Board of Trustees**

Revision Date: **April 2022**

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### POSITION SUMMARY:

The Executive Director provides leadership to the MHB team. As such, they are responsible for the overall performance of the organization in meeting statutory and Board policy requirements. The Executive Director works in concert with Trustees, staff, consultants, and the community to advance the organization's mission.

### ESSENTIAL FUNCTIONS:

#### 1. Planning

- Leads organizational planning efforts in conjunction with Trustees, key stakeholders, and staff that include but are not limited to:
  - Periodic strategic planning
  - Needs assessments
  - Trend analysis
  - Review of existing organizational policies and procedures

#### 2. Board Leadership and Development

- Prepares materials for Board meetings in conjunction with the Board Chair to include, but not limited to:
  - Agendas
  - Resolutions and accompanying background materials
  - Meeting minutes and other public documents
- Provides orientation for new Trustees and ongoing training, development, and education for Trustees as it relates to the execution of their duties and responsibilities
- Supports meetings and the activities of all standing and ad hoc Board Committees to include, but not limited to:
  - Executive Committee
  - Nominating Committee
  - Personnel Committee
  - Finance Committee
  - Housing Committee
  - Program Committee

### 3. Management

- Maintains a staff, equipment, and office sufficient to conduct the business of the organization including:
  - Fiscal Management
  - Human Resources Management
  - Community Investment grant making and contracting functions
  - Community Relations and Public Awareness
- Determines the quantity and qualifications of staff needed to execute the responsibilities of the organization and sets salaries within the parameters of Board-approved salary ranges
- The Executive Director has the authority to hire, reward, promote, suspend, and terminate employees
  - Recruits, interviews, and approves candidates
  - 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 other duties as deemed appropriate by the Board of Trustees
- The Deputy Director and Director of Operations report directly to this position
- Acts as liaison to outside legal counsel at the direction of the Board of Trustees

### 4. 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

### 5. Program Management

- Provides direction and support to the Deputy Director relating to among other things, the grantmaking process
- Provides support and direction to the Board of Trustees in the implementation of their grant making responsibilities
- Ensures grantees' activities are monitored
- Provides regular updates of funded program activities to the Board of Trustees
- 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

### 6. Fiscal Management

- Oversees preparation and development of the annual operating budget in conjunction with the Controller and selected staff
- Oversees the management of organizational revenue and expenditures as it relates to adherence to the approved operating budget
- Maintains oversight of fiscal policies reviewed periodically, ensuring adequate internal controls and accounting systems are tracking income, and expenses and providing financial reports for analysis

7. Investment Management
  - Acts as the organization's Investment Manager
  - Working with the Controller and outside investment firm, periodically reviews investment policies and oversees MHB's investment portfolio
8. Community Relations and Public Awareness
  - Implements a communications plan including, but not limited to public awareness activities, and other forms of communication to ensure the public, political, and community leaders are aware of the activities and benefits of the MHB offered through its funding
  - Maintains good relations with government entities to remain aware of opportunities to increase available funding
9. Other duties as assigned by the Board of Trustees

## **QUALIFICATIONS:**

1. Master's degree in a field of study which prepares individuals for the administration of health and human services and/or public administration, plus a minimum of 10 years' experience in supervisory or management positions. Five of those 10 years should be in non-profit or government agencies that make grants or enter into contracts for services.
2. Knowledgeable of human services delivery systems, grant making, and contracting processes
3. Extensive history of working cooperatively and effectively with public and elected officials
4. Exceptional written and verbal communication skills
5. Proficient in MS Office, grants 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 be an 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 organization.

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Employee's name

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

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Supervisor's name

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

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