



OPENED UNTIL FILLED

JOB TITLE: **Executive Director**
SALARY and Benefits - Negotiable
FLSA Classification: Exempt Level

Summary

The Executive Director (ED) oversees day-to-day operations at the organization's headquarters office in a state-of-the-art Baltimore City, Maryland building and a commercial satellite office in Prince George's County, Maryland.

The ED is the second most senior to the RH President and is an ambassador who shares the vision and values of Roberta's House to improve, promote, and influence the mental health and well-being of communities locally and nationally. They are servant thought leaders who remain abreast of philanthropic and social science trends. In addition, the incumbent is one of the principal architects of external outreach, designed to meet the organization's goal of building public trust and confidence in the mission and vision.

They are accountable for strategic planning and decision-making, fostering and maintaining an inclusive workplace culture of effective feedback, mentoring subordinates, and promoting professional growth and self-care. They ensure mission-related task assignments and staff roles and manage cross-functioning teams to ensure program initiatives are efficiently and respectfully accomplished. The ED assists with identifying potential grant opportunities and oversees grant management, compliance activities, risk assessment strategies, facilities management, and emergency preparedness planning protocols.

This position plan assigns and evaluates the work of others. Other management duties involve hiring, training staff, and addressing conduct/performance issues. Finally, the ED leads and is authorized to approve the complete grant management cycle and compliance activities.

The ED position requires the incumbent to accomplish the following consistently:

- Articulate a clear vision, mission, theory of management, and change; communicate persuasive statements of need and expected outcomes; assist in the overall direction of the organization
- Serve as a trusted advisor and assist the president in building, sustaining, and strengthening all board functions, including meeting participation, presentations, advising on policy grant compliance, and committee work; build rapport with the board while maintaining role lucidity (a division of labor between the board, committee, and staff)
- Oversee the quantitative and qualitative data used to inform and report programmatic outcomes and development of new initiatives
- Identify and influence programmatic/operational efficiency and enhance partnerships and track record in obtaining accreditation from a licensing institution
- Expert level knowledge in developing and evaluating a wide range of curricula, serving as subject matter expert on grief/loss, designing and making presentations at conferences

- Demonstrate sustained success in secondary or tertiary-level leadership
- Drive organizational performance and implement change management strategies
- Support other leaders in the organization with scaling and growing the business to create leverage
- Engage the community to elevate their knowledge of the services provided at Roberta's House
- Champion "life-work balance" strategies; understand "groupthink" and the consequences of mission creep
- Approve the development of assessment instruments that measure the program's impact
- Demonstrate ability to work closely and effectively with an individual from a multi-cultural background across generations and to varying socio-economic levels
- Demonstrate integrity, sound judgment, and subject matter knowledge; leads in modeling workplace behavior that motivates employees; facilitates teamwork within the office and across organizational lines; proactively resolves workplace challenges
- Oversee the Behavioral Health Clinic operations and provide executive-level consultation to the clinical director
- Serve on various nonprofit, local, state, and federal committees/boards and organize reports for submission to the employer's board of directors or legislative committees
- Conduct weekly/bi-weekly supervision of program managers/directors and co-facilitate at the weekly leadership team meeting and peer support groups
- Collaborate with the organization's president and director of human resources to set the compensation policy, diversity, inclusion, human capital strategies, and benefits policies; oversee compliance with policy procedures and regulations
- Oversee and collaborate with the fund development and finance departments, find development, monitor financial achievements, and timely address issues
- Participate in board financial committee meetings and assist with management of risk assessment protocols
- Understand profit/loss statements, monitor the annual external audit processes and reports, and participate in fundraising events/annual events

Core Competencies

- Possess critical thinking skills which allow for the ability to understand and interpret complex program demands, legislation, and regulations
- Possess knowledge of logic model development and grant management
- Understand evidenced-based data, analyses, and performance metrics and possess a working knowledge of complex grief modalities and the application of grief theoretical constructs
- Innovative problem-solving skills, strategic priorities and processes, technological savvy, enthusiasm, flexibility, and practical time management skills
- Knowledge of data optimization tools and expert use of Microsoft 365

Education, Experience, and Professional Licensure

Doctorate or MBA, nonprofit leadership and management, education, public health administration, organizational development —nonprofit management, mental health counseling, social work, with a clinical concentration or a relevant degree. A clinical license is desirable but not required.

Ten years of executive leadership experience and a proven track record in an operational environment are preferred, as well as three (3) or more years of supervisory or cross-functional team experience. Licensure may be substituted for up to three (3) years of experience.

General Requirements

- A driver's license and a private vehicle are required
- Successful completion of a background investigation
- Must complete successful background inquiry, which may be required annually or as requested
- Ability to have prolonged periods sitting at a desk and working on a computer
- Ability to work in extreme temperatures during agency-sponsored events
- Must be able to lift 10 pounds

Submit a resume and cover letter to the Director of Human Resources at bwright@robertashouse.org.

Roberta's House is an equal opportunity employer regardless of race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, orientation, or other classification protected under the law.