

MENTAL HEALTH COLORADO
Job Description – President and CEO

POSITION: President and CEO

POSITION REPORTS TO: Board of Directors

GENERAL PURPOSE OF THE JOB:

The President and CEO has overall responsibility for the organization's consistent achievement of its mission and financial objectives. The President and CEO is accountable to the agency's Board of Directors. The President and CEO serves as the chief executive officer of Mental Health Colorado and manages through delegation all advocacy, education, revenue generation, operations, and outreach functions.

DUTIES AND RESPONSIBILITIES OF THIS JOB:

Provides strategic leadership:

- Updates regularly and implements a strategic vision for Mental Health Colorado, outlining the long-term role of the organization across Colorado. Ensures that intended impact of strategic intent is supported by measurable outcomes.
- Maintains and enhances relationships with key stakeholders across the region and the state including:
 - Persons in recovery and their family members
 - Advocates
 - Policy makers
 - Local and state government agencies
 - Educators
 - Healthcare providers
 - Affiliates
 - Funders
 - Advocacy and aligned nonprofit agencies
 - Legal community
- Identifies primary roles that Mental Health Colorado plays in the mental health and substance use system in Colorado and ensures consistent focus on that defined scope and mission; encourages and seeks opportunities for collaboration, partnership, and coordinated activity where possible.
- Embodies a passionate commitment to mental wellness for the citizens of Colorado.
- Identifies new opportunities and avenues for delivering on mission.
- Implements programs and policies across the state, not just in metro area.
- Ensures understanding of and consistency with national direction and guidelines established by Mental Health America with adaptation to Colorado's unique environment when needed.

Advocates for effective behavioral health policy:

- Ensures that Mental Health Colorado continues to serve as the coordinating and clarifying voice for a person-centered approach to policy making and identifies gaps in policy positions regarding mental health and substance use disorders.
- Oversees development and implementation of policy agenda for each legislative session.
- Participates in developing policy positions as needed.
- Participates strategically in coalitions and ensures that Mental Health Colorado's involvement in coalitions is strategic, effective, and balanced.

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- Maintains effective working relationships with elected officials across all political parties and is known as a trusted source of information to guide legislative efforts.
- Delivers testimony at legislative hearings when necessary.
- Serves as primary spokesperson for Mental Health Colorado locally, regionally, and nationally.
- Oversees efforts in local communities to make policy change including supporting ballot initiatives and other grassroots efforts.
- Ensures that policy initiatives incorporate a health equity focus and will reduce health disparities.

Ensures consistent funding structure to meet Mental Health Colorado’s goals and objectives:

- Oversees preparation and implementation of annual fund development plans.
- In conjunction with the Development team, builds a diverse set of funding sources to provide sustainable base of revenue for Mental Health Colorado.
- Works directly with donors, foundations, and government agencies and identifies new opportunities to expand funding sources.
- In conjunction with the Director of Development, engages the Development Committee of the board in effective fund development.
- Oversees development and implementation of earned income programs.
- Oversees development of planned giving and endowment programs.

Provides leadership on best practices in mental health and substance use prevention, intervention, and treatment for children, youth, and adults:

- Oversees development and implementation of public education and stigma elimination strategies.
- Ensures program objectives and results are assessed regularly and adjustments are made based on continuous quality improvement.
- Identifies new opportunities for outreach while maintaining alignment with overall organizational mission and scope.
- Positions Mental Health Colorado as trusted source of accurate and timely information to multiple stakeholder groups and constituents including the media.
- Oversees research efforts and research partnerships and identifies opportunities for broad and effective distribution of research.
- Maintains knowledge of best practices across the state and in other parts of the country and identifies opportunities to incorporate those into Mental Health Colorado’s advocacy and policy strategies.
- Provides vision for how best practices are incorporated into advocacy and policy strategies.
- Ensures that research and data collected incorporates a health equity focus.

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Collaborates effectively with Board of Directors:

- Partners with the Board in establishing and executing Mental Health Colorado’s strategic vision.
- Communicates appropriate matters to the Board for its attention and action in a timely fashion.
- Attends all Board meetings, delivers regular reports at Board meetings, and participates in setting the agenda for each Board meeting.
- Keeps Board informed on critical issues, policy changes, and effective operations.
- Cultivates individual skills of each board member to serve both the organization and the individual as effectively as possible.
- Identifies effective potential new board members and participates in board recruitment efforts to ensure diverse representation.
- Oversees orientation of new board members.

Provides financial & operations leadership:

- Provides comprehensive oversight of all aspects of Mental Health Colorado’s operations.
- Provides strong fiscal accountability and responsibility ensuring highly efficient, high quality operations at all times and at all levels.
- Communicates to the board and staff the status of the agency on a continuing basis, and initiates policy matters for board consideration.

Provides staff and culture leadership:

- Serves as a strong internal leader, driving a healthy culture within the organization that promotes inclusion and dynamic and healthy relationships with staff; evaluates health of the culture on a regular basis and makes adjustments as needed.
- Helps create and maintain a culture of respect, trust, and openness; fosters a positive work environment in which every staff member can fulfill his/her potential as an employee.
- Directs, coaches, and develops senior staff members to provide high quality service and to grow in their capabilities; delegates effectively.
- Supports diversity and inclusion efforts for internal positions as well as with external contractors and encourages broad consideration of qualified personnel and organizations.
- Sets clear expectations and holds staff accountable for results utilizing an annual performance-based planning process.
- Ensures compensation structures are competitive to retain strong talent.
- Seeks opportunities to engage with all levels of personnel at Mental Health Colorado, to understand their work, and to share the agency’s priorities and goals.
- Ensures an active succession/development plan is in place for all key leadership positions including that of President and CEO.

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JOB QUALIFICATIONS:

The President and CEO is a visionary, strategic, innovative, collaborative bold leader. The President and CEO is passionate about Mental Health Colorado’s work and mental health issues and has a proven track record of delivering results including the effective implementation of strategic plans and visions. The President and CEO has experience in leading mission-oriented organizations, is credible and knowledgeable about developing public policy, knows how to be a compelling, effective spokesperson for an organization, and has good experience in overseeing operations and measuring results.

Specifically, the President and CEO must have:

Leadership Experience

- Minimum of 7 years in executive management positions, preferably with leadership experience in nonprofit organizations
- Ability to nurture non-traditional partnerships to generate revenue, to develop effective policy recommendations, and to further the mission of Mental Health Colorado
- Proven track record of partnering with a governing board and inspiring staff, volunteers, and board members to do their best work on a regular basis
- Strong commitment to racial equity, diversity and inclusion

Policy & Outreach Experience

- Experience in collaborating with others to develop and implement effective public policy; direct experience in working with elected officials preferred
- Outstanding verbal and written communication skills; experience in working with media representatives highly preferred; proven strong public speaking skills in a wide variety of forums and with different audiences
- Is credible with representatives of political parties across the political spectrum and has proven ability to work in a nonpartisan fashion
- Familiar with effective marketing and public relations techniques to advance the goals of an organization

Health Experience

- Working knowledge of and experience with mental health and substance use prevention and recovery issues
- Knowledge of complex health systems would be highly valuable
- Knowledge and proven track record addressing and incorporating a health equity framework

Operations & Revenue Generation Experience

- Track record of philanthropic fundraising and proven ability to build long term relationships with donors; is enthusiastic about cultivating and stewarding supporters
- Demonstrated history of managing and mentoring experienced staff members, helping them develop their careers, and in building inclusive teams.
- Experience in using program evaluation techniques or other forms of measuring results or impact; has experience in translating results to show impact of advocacy efforts and other interventions
- Savvy regarding the use of standard office technical tools; willingness to jump in when needed to support operations

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Other Requirements

- Bachelor's degree required; graduate degree preferred
- Demonstrated fluency in Spanish preferred
- Willingness to live in the Denver metro area and travel across the state of Colorado as needed; some knowledge of the state and its different regions highly preferred

Additionally, qualified candidates for this leadership position will exhibit these personal qualities:

- Personable, engaging, optimistic
- Collaborative, bridge builder, connector
- Visionary yet pragmatic
- Action-oriented
- Flexible and knows how to react to opportunities when they arise
- Genuine, authentic, transparent
- Great listening and decision-making skills, curious, is open to ideas of others, and has a learning mindset

Mental Health Colorado is an equal opportunity employer. It is Mental Health Colorado's policy to recruit, hire, and promote people in all job classifications without regard to race, color, gender, age, religion, national origin, disability, veteran status, marital status, or sexual orientation.