

Executive Director (New York State Association For Infant Mental Health)

Council on Children and Families

Latham, NY

Program Director

Posted on June 15, 2022

Job Description

The Executive Director will lead a staff of three part-time staff, manage a board of 8-11 members, oversee the financial health of the organization through fundraising, grant-writing, and fiscal management, and ensure the mission and programs of the organization are carried out with integrity and quality. The Executive Director reports to the Board of Directors.

Responsibilities

Leadership and Organizational Development

- Provide strategic leadership, vision, direction, and guidance for a growing organization.
- Serve as a spokesperson and advocate for the organization and its mission, building awareness and support for the IECMH field across professional disciplines, and with the public at large.
- Develop and implement annual work plans, budgets and internal systems and processes needed to enable the organization to meet its annual and strategic goals.
- Build and manage NYS-AIMH financial and human resources, including developing opportunities and approaches for generating sources of revenue to sustain operations.
- Manage all human resources functions including hiring, supervising and professional development of staff, and contractors.

- Partner with the Board in strategic visioning and planning to advance the mission of the organization.
- Provide the Board with information, counsel and tools as it grows and evolves its governance function. Fund Development and Financial Management
- Build and manage NYS-AIMH financial resources, including developing a clear strategy for generating renewable sources of revenue to sustain operations for long term fiscal sustainability of the organization.
- Manage multiple budgets from private foundations and governmental agencies.
- Cultivate, ask, and steward potential and existing major donors and funders including individuals, foundations, and corporations in support of NYS-AIMH's mission Program Development and Implementation
- Oversee staff and programs that implement Endorsement, programs and services, events, membership, and business operations.
- Partner with staff in managing contract responsibilities for purposes of executing commitments with fidelity and quality and budgets/payments are accurate and timely.
- Ensure that NYS-AIMH offers a robust membership program to support the professional development of the workforce and the development of the field of IECMH Community Building and Community Relations
- Forge, maintain, and enhance relationships and creative partnerships with NYS-AIMH members, as well as organizations and professionals in the fields of mental health, physical medicine, home visiting, child welfare, early care and education, early intervention, and affiliated professionals across the state.
- Partner with the board and lead efforts to collaborate with and influence policy makers at the local and state level, while staying abreast of policy initiatives across the national network of state AIMHs and at the federal level.
- Serve as a spokesperson and advocate for the NYS-AIMH and its mission, building awareness and support for the IECMH field across professional disciplines and with the public at large

Qualifications

â— 3- years of government or non-profit management experience.

1. Preferred Qualifications

- New York State residency and familiarity with New York State programs and services for young children and their families.
- Proven track record of success with fundraising, including cultivating and asking for gifts from individuals, foundations, and corporations.
- Experience working with a board of directors.
- Passion for, knowledge of, and commitment to infant and early childhood mental health and closely related fields.
- Prior experience building capacity and growing an organization or program of significant scope.
- Strong speaking, listening, and written communication skills, including public speaking.
- Ability to collaborate and cultivate relationships and strong partnerships with professionals and organizations across the state.

Position Requirements

- 3- 5+ years of experience working in government and/or non-profit agencies.
- 2 years of experience managing projects and budgets
- Alliance for the Advancement of Infant Mental Health/NYS-AIMH Infant Mental Health Endorsed (IMH-E) or become Endorsed (IMH-E) within one year of hire.
- A bachelor's degree, and ideally an advanced degree, in a related field.
- Comfort with working independently as well as collaboratively with a small staff and board team.
- Successful completion of a Background Check, and State Central Registry Clearance.
- Willingness to “wear many hats” in a small organization with limited support staff.

Application Instructions

1. Apply online to: Sarah Fitzgibbons, NYS-AIMH Board Co-Chair, sfitzgibbons@nysaimh.org

Online applications only, please no email or paper submissions. This position will be open until filled; early applications are encouraged. All applications will be held confidentially by the search committee. Consideration will be given to applications as they are received.

Additional Information

1. The organization is able to consider applicants who are seeking 25-40 hours per week for this salaried position; the expected salary range is between \$70,000â€\$90,000 (full time equivalent), depending on qualifications and experience. This position offers a flexible work schedule, requiring a willingness to work some evenings and weekends. It includes occasional travel within and outside the state. Additional benefits include paid timeâ€off, and a stipend for health benefits.