

Executive Director

Black Mental Health Alliance for Education & Consultation, Inc. (BMHA) is seeking a strategic and dynamic Executive Director to lead our organization. Our mission is to develop, promote, and sponsor trusted culturally-relevant educational forums, trainings, and referral services that support the health and well-being of Black people and vulnerable communities. The Executive Director will provide leadership to BMHA by further developing and articulating its vision, mission and objectives through strong and positive relations with: state and local government, professional, advocacy, civic and private organizations, the media, the community, and the Board of Directors. Specifically, at the direction of the Board members, the position oversees the entire management and operation of the organization including and not limited to the areas of trainings, fiscal management, membership development, board development, communications and other events.

If you are mission-driven and passionate about your work as a leader in the Nonprofit industry, we want to speak with you.

WHAT YOU WILL DO ON BEHALF OF BMHA:

- Communicate effectively with the BoD and provide in a timely and accurate manner, all information necessary for the BoD to function properly and to make informed decisions.
- Be responsible for the fiscal integrity of BMHA, to include submission to the BoD a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
- Be responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Collaborate with the BoD on fundraising and developing other resources necessary to support BMHA's mission.
- Implement BMHA's programs that carry out the organization's mission.
- Implement strategic plans to ensure BMHA can successfully fulfill its mission into the future.
- Enhance BMHA's image by being active and visible in the community and by working closely with other professional, advocacy, civic and private organizations.
- Hire, retain, and motivate competent, qualified staff and vendors to advance the mission of BMHA.

WHAT YOU WILL BRING TO BMHA

- An extensive network that can be readily accessed to advance the programs and services of BMHA.
- Visionary qualities that give scope to the organization's obstacles and planning.
- Effective communication and leadership skills that motivate staff in anticipation of achieving big dreams for the organization.
- The ability to efficiently manage people, property, and assets towards fulfilling the goals that management and the BoD set before them.
- The ability to organize, control and monitor the day-to-day activities of the operation.
- Prior experience and strengths in the areas of grant writing, fundraising and communications.
- The ability to effectively lead and develop a senior management team.
- The ability to energize and engage volunteers, partners, and funders, as well as create excitement about BMHA's events and mission.

Desired Experience and Qualifications:

- A Bachelor's degree. An advanced degree preferred (MS, MA, MBA, PhD, PsyD, EdD, JD).
- Ten (10) years' experience in senior nonprofit management.
- Solid, hands-on, budget management skills, including budget preparation, management, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Strong ability to self-motivate and organize.
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.
- Strong connections in the community with potential donors.
- Excellent interpersonal skills.
- Proven experience as a trainer/group facilitator.
- Skills to collaborate with a wide range of stakeholders, many of which include diverse groups and cultures.
- Skills to collaborate with and motivate BoD members and other volunteers.
- Proven track record of managing people.
- Demonstrated ability to oversee and collaborate with staff.
- Strong written and oral communication skills.
- Ability to interface and engage diverse volunteer and donor groups.
- Ability to develop high-performance teams.
- Must communicate passion and excitement for the organization's mission in public messages.
- Ability to write about the mission, goals, and success of the organization.
- Strong public speaking skills.

BMHA offers a competitive salary and benefits package that includes health and paid time off (holiday, vacation and sick leave).

Interested candidates should submit a cover letter, resume and salary requirements for immediate consideration to alison@ilm-hrconsulting.com.

BMHA is an equal opportunity employer