

# Executive Director



<b>Job Title:</b>	Executive Director	<b>Job Category:</b>	Exempt
<b>Department/Group:</b>	Support Central	<b>Hiring Manager:</b>	Board of Directors
<b>Location:</b>	24 Vernon St Keene, NH	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	\$80,000 – \$90,000 per year	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	Karen Richi	<b>Date Posted:</b>	September 16, 2024
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	

**Applications Accepted By:**

<b>EMAIL:</b> Please send a resume, cover letter, and references to <a href="mailto:Karen@MonadnockPSA.org">Karen@MonadnockPSA.org</a> <b>Subject Line:</b> Executive Director Position	<b>MAIL:</b> Monadnock Peer Support Agency 24 Vernon St. Keene, NH 03431
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**Job Description**

**ROLE**

As Chief Administrative Officer, the Executive Director shall provide oversight of all day-to-day operational functions of Monadnock Area Peer Support Agency. The Executive Director shall encourage the development of an environment that will foster Peer Support, Peer Support Activities, and Respect of the Dignity and safety of all Members, Staff and visitors. This position reports to and is evaluated by the Board Chair for Monadnock Peer Support Board of Directors.

**RESPONSIBILITIES**

- Direct the organization in keeping with the vision outlined by the Board of Directors
- Provides general oversight of all activities, manages the day-to-day operations, and assures a smoothly functioning, efficient organization using appropriate delegation skills to accomplish this responsibility
- Coordinate collaboration amongst member PSAs and establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance MPS’s Mission.
- Develop and produce RFP application for, and contract with the BMH/DHHS and attend Bidder’s Conference
- Supervise staff and volunteers, administering annual reviews of staff and managing behavior and performance matters as they arise
- Ensure proper training and continuing education for all staff
- Assess program needs and initiate a quality assurance plan that supports the principles and concepts of Peer Support
- Stay current with developments in Peer Support curriculum and research
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization throughout the State
- Serve as MPS’s primary spokesperson to the organization’s constituents, the media, and the general public. Manage public image of the organization by acting as figurehead in all public-facing matters
- Report monthly to the Board of Directors.
- Serve as an ex-officio member of all board committee’s
- Attend all Board meetings and trainings as required. Implement Board Policies
- Handle all personal matters
- Prepare annual budgets and judiciously monitor revenues and expenses
- Create green sheets/exhibit b sheets/goldenrod sheets with invoices
- Oversee all financial transactions and fiduciary activities. Process monthly, quarterly and annual reconciliation with state accountant.
- Maintain petty cash and petty cash log

- Identify funding sources, write grants and submit subsequent fulfillment documentation
- Enroll organization in corporate giving and discount programs
- Maintain proof of nonprofit status and submit eligibility with funders and suppliers
- Manage agency insurance and benefits contracts
- Maintain and Ensure adherence to the organization's Accounting Policies and Procedures Manual
- New-hire onboarding organization-wide including setting up defensive driving courses and collecting information for submission of I-9 and background checks
- Maintain job descriptions and Organizational Chart
- Maintain the Employee Handbook and Bylaws
- Develop and propose policies and procedures that increase organizational efficiency
- Negotiate contracts with vendors including, but not limited to utilities, office machines, cleaning services, telecommunications, building maintenance, office supplies, software and hardware
- Assist colleagues with technology issues
- Act as Technical Admin Google Workspace and Office 365
- Order office supplies, maintenance supplies, and office technologies
- Acts as an advocate for issues relevant to MPS, as defined by the membership.
- Collaborate with government bodies, PSAs, peers, and representatives of the non-profit agencies to advocate for policies that address the issues of MPS constituents
- Ensure the practices stipulated in the Accounting Policies and Procedures manual are implemented and maintained
- Develop alternative sources of revenue
- Oversee fundraising activities and Donor Relations
- Ensure that all documentation required by the state and city is completed and submitted in a timely manner
- Assures the filing of all legal and regulatory documents and monitors compliance with relevant laws and regulations.
- Maintain appropriate licensing and permitting for the organization
- Oversee all major capital projects and the organization's Capital Improvement Plan
- Create and maintain organizational health and safety protocols
- Ensure a high level of engagement with Community partners
- Attend Directors' Meeting with other PSA Directors
- Maintain confidentiality of information. Breach of this responsibility may be cause for termination of employment
- Perform other job functions as assigned by the full Board of Directors that are not specifically described here
- Approve time sheets weekly

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Possess a minimum of Bachelor's degree from an accredited Institution of Higher Learning or its equivalent in relevant experience – 10 years work in the field equals 10 years of education
- Self-identification of having lived experience with mental health challenges, i.e. being a peer
- Demonstrated skills and/or experience in Operational Management, Administration and Supervision, preferably in the Not-for-Profit sector
- Demonstrated skills and/or experience in Personnel Management
- Demonstrated skills and/or experience in Fiscal Management
- Demonstrated skills and/or experience in Program Development
- Effective oral and written and communication skills.
- Demonstrated computer skill sets especially: Word, Excel, Power Point and Publisher programs
- Demonstrated skills and/or experience in making Public Presentations
- Possesses a knowledge, understanding, experience and sensitivity to the issues facing individuals with mental health challenges
- Ability to model and practice Intentional Peer Support (IPS) by example and instruction
- Ability to handle conflict and uncomfortable situations with professionalism
- Ability to facilitate the conflict resolution process.
- Ability to take initiative, be creative, flexible, and work independently and with a team
- Demonstrated ability to manage multiple tasks simultaneously

- Ability to successfully pass a criminal background check

**PREFERRED SKILLS**

- Three (3) years of personal and/or professional experience working in a clearly related field, such as mental healthcare, residential care, substance recovery facilitation, community aid, etc.
- Intentional Peer Support (IPS) training, Wellness Recovery Action Plan (WRAP) training, and Whole Health Action Management (WHAM) training or a willingness be trained in these skill sets within 1 year of hire

**ADDITIONAL NOTES**

BIPOC (Black, Indigenous, Person of Color) and LGBTQIA+ Individuals encouraged to apply. MPS is committed to cultivating and preserving a culture of inclusion and connectedness. We can grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents part of our culture. Furthermore, this collective sum represents our reputation and that of MPS's reputation, and achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, religion, disability, sexual orientation, disability, and beliefs.

Candidate Acceptance:		Date:	
Hiring Manager Acceptance:		Date:	
Last Updated By:	Samantha Spielberg	Date/Time:	09/16/2024, 2:30 P.M.