

## JOB SUMMARY

The Executive Director serves as the chief operating officer of the Behavioral Health Consortium, overseeing its daily operations and facilitating needs assessment, priority definition, plan development and funding pursuit to support implementing the strategic goals and policies set by the Steering Committee. The Executive Director will lead the consortium in enhancing the behavioral health system within Jefferson county, ensuring effective collaboration among diverse stakeholders, including healthcare providers, law enforcement, judicial representatives, government officials, and community organizations. This role not only requires operational expertise but also demands a relational, learning-oriented leader who is committed to centering community voices, fostering innovation, and guiding the consortium through complex systems change with empathy and adaptability. This role also requires a dynamic leader with a strong background in behavioral health, exceptional communication skills, and a proven track record in collaborative project management.

Note: The Executive Director provides strategic and operational leadership across all consortium activities but does not serve as the legal fiscal agent. Program implementation and fund disbursement are carried out through partner agencies, with the Executive Director facilitating coordination, oversight, and accountability.

## KEY RESPONSIBILITIES

### Strategic Leadership and Vision

- Collaborate with the Steering Committee to develop and steward the consortium's strategic plan, ensuring that partner agencies are aligned and empowered to implement key initiatives effectively and equitably.
- Ensure the consortium's activities align with its mission to improve access to and the quality of behavioral health services in the county.
- Cultivate a culture of shared leadership by modeling humility, empathy, and a willingness to both lead and be led; foster trusting relationships that acknowledge complexity and diverse truths.

### Operations Management

- Oversee the day-to-day operations of the consortium, ensuring efficient and effective implementation of initiatives and programs.
- Manage the consortium's budget, including monitoring and reporting on financial performance.

### Stakeholder Engagement

- Build and maintain strong relationships with all consortium stakeholders, including facilitating regular communication and collaboration.
- Represent the consortium in public forums, serving as its primary spokesperson and advocate.

**Program Development and Evaluation**

- Guide the development, coordination, and evaluation of consortium initiatives, working through member agencies and partners to ensure that consortium-supported programs reflect shared goals and community priorities.
- Ensure that metrics and goals are established for each initiative, and track progress towards these goals, adjusting strategies as necessary.
- Foster a culture of innovation by supporting pilots, prototypes, and adaptive learning processes; encourage the testing and refinement of new ideas in collaboration with community partners.
- Lead participatory evaluation processes that engage community members in co-creating goals, gathering insights, and translating findings into meaningful action and storytelling, while monitoring long-term community impact.

**Funding and Resource Development**

- Identify and pursue collaborative-membership funding opportunities to support consortium initiatives, including grants, donations, and other opportunities developed through collaborative grant-writing and fundraising partnerships, recognizing that the BHC is not a direct fund disbursal body but a strategic coordinator.
- Manage the allocation of resources to ensure they are used efficiently and effectively to support consortium priorities.

**Compliance and Governance**

- Ensure the consortium operates within all legal and regulatory requirements, and adheres to best practices in nonprofit and consortium governance in collaboration with the fiscal agent(s) and partner organizations responsible for legal and fiduciary compliance.
- Work with the Steering Committee to update policies and procedures as needed to reflect changes in the consortium's environment and objectives.
- Facilitate transparent processes that clarify the distinction between consortium governance, fiscal agency responsibilities, and program execution, ensuring alignment and accountability across roles.

**Community and Public Relations**

- Enhance the consortium's public image and increase community awareness of behavioral health issues and the consortium's work.
- Develop and maintain partnerships with community organizations, government agencies, and other local, regional, state and federal entities to further the consortium's goals.

- Facilitate processes that center community voices, ensuring individuals with lived experience actively shape program design, decision-making, and evaluation.

## QUALIFICATIONS

- Master's degree in Public Health, Social Work, Healthcare Administration, or a related field; Ph.D. or Psy.D. in a behavioral health field is highly desirable, *or a minimum of 5 years of leadership experience in the behavioral health sector, with a proven track record in managing complex stakeholder relationships.*
- Strong knowledge of the behavioral health landscape, including current challenges and opportunities in rural settings.
- Demonstrated ability to lead collaboratively and build consensus among diverse groups.
- Demonstrated commitment to ongoing learning, reflective practice, and adapting leadership approaches in response to evolving community and organizational needs.
- Excellent communication, negotiation, and substantive meeting content development and execution skills.
- Experience in facilitating fiscal oversight and collaborative grant management with multi-agency partners.
- Familiarity with grant writing and fundraising for non-profit or healthcare initiatives.
- The ideal Executive Director is a relational leader who understands that transformative change arises from deep collaboration, continuous learning, and centering the wisdom of the community itself.

## WORK ENVIRONMENT

- This position is based in Jefferson County and may require travel within the county and region to engage with and represent BHC stakeholders and community members.
- The Executive Director will work in a variety of settings, including office environments, community meeting spaces, and at stakeholder locations.
- The role is compensated through a monthly retainer, funded by the Opioid Abatement budget and/or other secured grant sources. Some evenings and weekends will be required for meetings and community events.