

South Lane Mental Health **Executive Director** **Position**

About the Position

South Lane Mental Health seeks a visionary leader to succeed our long-time Executive Director, who is retiring in April 2018 after 25 years at the helm. The ideal candidate will have the skills, experience, and enthusiasm to inspire our outstanding staff and volunteers to achieve our mission despite shifting federal, state, and local healthcare policy and funding.

About South Lane Mental Health

South Lane Mental Health is a non-profit organization with an operating budget of \$6 million and 100 employees annually providing mental, emotional, and behavioral health services for more than 2,600 low-income individuals in the Cottage Grove, Oregon region. The mission is to restore hope and renew lives through mental health treatment, education, and advocacy. A guiding principle is to ensure that anyone who seeks help, regardless of insurance status or ability to pay, is connected with services, which include:

- Outpatient therapy
- Crisis response
- Psychiatric medication prescribing and case management
- Specialty services for adults with persistent mental illness
- Intensive services for youth and their families
- A substance use disorder treatment program for adolescents and adults with dual diagnoses and chronic pain

About Cottage Grove

Cottage Grove, Oregon is a charming small city about 20 miles south of the Eugene-Springfield metro area. Nestled in the southern Willamette Valley, the community is an outdoor-lover's paradise surrounded by mountains, rivers, lakes, and farmland. Cottage Grove's government and citizens are supportive of South Lane Mental Health's work.

Position Description

The Executive Director is responsible for helping South Lane Mental Health achieve its mission to restore hope and renew lives through compassionate mental health services, support, and advocacy. The Executive Director, who is hired by and accountable to the Board of Directors, oversees management of all aspects of the non-profit organization.

Essential Duties & Responsibilities

Leadership:

- Ensure programs and services meet community needs while also achieving strategic objectives
- Provide strong advocacy for clients, the organization, and the community
- Lead strategic planning for mission fulfillment, provision of services, financial stability, and sustainability
- Create annual operating plans and budgets, and assess outcomes
- Provide analyses that identify and address operational challenges and opportunities
- Build organizational leadership capacity

Financial Performance:

- Advance relationships with critical funders including Trillium/Centene, Lane County's Coordinated Care Organization
- Work with the Board of Directors and agency staff to develop sound fiscal strategies and to create and monitor a balanced annual operating budget
- Ensure appropriate systems of financial accountability are in place and that financial statements accurately reflect the agency's financial condition
- Identify and cultivate new revenue sources and support strategies and action plans that attract public, private, and foundation funds
- Conduct long-term financial planning for major capital needs and capacity growth

Management & Administration:

- Align infrastructure, business and clinical processes, and staffing practices to meet the needs and objectives of South Lane Mental Health's mission, clients, and community
- Provide guidance and direction to senior management
- Facilitate effective decision-making and communication processes
- Monitor clinical, administrative, and financial indicators of quantity and quality
- Ensure appropriate business and information management systems are in place
- Comply with applicable laws, administrative rules, and funding requirements
- Identify and implement best practices in non-profit management and community-based mental health
- Oversee the management of agency facilities

Organizational Culture & Values:

- Cultivate a work environment where respect, empowerment, and communication support high-quality, competent, and committed staff
- Support agency values of community service, innovation, trust, compassion, and humility, as well as an understanding of the culture of poverty and marginalized and disenfranchised populations
- Align workplace policies, processes, and practices with agency values and structure

Board Relations:

- Provide the Board with strategic, policy, legal, financial, and other information necessary to consider issues and make well-informed decisions in a timely manner
- Deliver timely assessments and reports of progress toward program, service, clinical, financial, and other agency goals and activities
- Work with the Board to ensure financial stability and ways to further agency mission
- Support Board operations as needed
- Other duties as assigned by the Board of Directors

Community Relations & Collaboration:

- Foster advocacy and outreach to local, county, and state officials, and to community and business leaders
- Create opportunities for community-based service providers to collaborate for the benefit of the community, clients, and the organizations involved
- Support efforts to maintain a consistent, high-quality public image for the agency
- Develop positive relationships with media and community representatives
- Seek opportunities to publicly present agency programs, services, and achievements

Qualifications and Experience

- A minimum of 5 years of experience in a senior leadership position for a similarly sized health care, mental health, or human services organization; or 7 years of progressively responsible leadership experience.
- A bachelor's degree in human services, health care management, or a related field. A master's degree is strongly preferred.
- The ability to pass a state-required criminal records check.

Demonstrated competencies in:

- **Finance** — Hands-on proficiency in overseeing a multi-million dollar organizational, project, or department budget, including managing strategic budgeting processes, understanding non-profit finance, and being accountable for fiscal results.
- **Contract Management** — Experience with contract negotiation, compliance, and administration.
- **Leadership** — A track record of managing, supervising, and coaching a range of staff in a safe and supportive workplace and the ability to delegate tasks and responsibilities, collaborate, and calibrate participation.
- **Team Building** — Track record of creating and maintaining a safe and supportive workplace, inspiring loyalty and trust, and building positive relationships with team members at all levels.
- **Strategic Thinking** — Ability to see the big picture and to prioritize time, resources, and efforts.
- **Communication** — Outstanding written and oral communication skills and strong public speaking ability.
- **Partnership** — Working constructively with community members, government officials, and funders such as state agencies, insurance companies, foundations, and donors.
- **Mental Health Service Delivery** — Professional familiarity with the fields of human services, mental health, health care, or substance use treatment.
- **Discernment** — Ability to balance clinical, cultural, and ethical values with financial and organizational needs.
- **Compassion** — Understanding of rural communities and marginalized populations.
- **Accountability** — Experience working with non-profit boards of directors and understanding governance principals and managerial best practices.

Position Requirements

- The Executive Director position is full time and exempt.
- The job is located in Cottage Grove, Oregon.
- Duties, responsibilities and activities may change at any time with or without notice.
- While performing the duties of this job, the employee is regularly required to communicate through speaking, hearing and using a computer. Some filing is necessary, requiring the ability to lift files, open filing cabinets, and bend or stand on a stool as necessary.
- Some travel within the region is required; with minimal travel overnight and/or outside the local area.

Benefits

Executive Director benefits include:

- Exceptional culture where employees are supported and trusted
- 100% employer payment of health insurance premium for the employee
- Dental, vision, and prescription drug insurance
- Generous paid time off
- Opportunity to contribute to a 403(b) retirement account
- Opportunities for training and reimbursement for licensure and certification costs

To Apply

Email résumé and cover letter saying why you are interested in this position; summarizing your qualifications for an executive-level leadership position (and, if applicable, addressing gaps in your résumé); and describing your experience working in the human services and/or healthcare field, with a board of directors, and with budgeting and non-profit finance to edsearch@slmh.org.

The position will remain open until filled, and candidates will be reviewed on a rolling basis.

No agencies, recruiters, or phone calls please.

For more information, please visit www.slmh.org and download the [Position Profile](#).

South Lane Mental Health is an equal opportunity employer committed to a diverse, multi-cultural work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status and/or any other status in accordance with law. [L]
[SEP]