



Position Profile Executive Director

Maryland Association of Behavioral Health Authorities, Inc. (MABHA) is a non-profit membership organization that serves as the statewide coalition of local authorities tasked with managing the public behavioral health system at the local level. MABHA is excited to seek its first Executive Director to build on the work done by the Executive Committee and the Interim Executive Director to grow the infrastructure and reach of the organization.

The Organization

The purpose of MABHA is to support its members to plan, develop and deliver an accessible, high quality, equitable, and comprehensive community-based behavioral health system of care that meets the needs of individuals, families, and communities in Maryland. MABHA supports local jurisdictions across the State of Maryland in fulfilling their system management role by:

- Ensuring the voice of local jurisdictions is present in policy and decision making that impacts the behavioral health system
- Facilitating peer learning among members to support common responsibilities, values, interest and efforts
- Promoting a system of communication and collaboration between members and the State of Maryland and other system partners

MABHA, as a member driven organization, grants its membership specific rights to participate in the organization's internal affairs, as established in the articles of incorporation and further detailed in the by-laws. A membership organization functions on behalf of individual organizations (LBHA, CSA, LAA) to advance a greater cause (public behavioral health system of care). As such, a benefit to members is expected. One core benefit is that as an organized force, the organization holds more weight than the individual organizations represented alone.

MABHA is intentionally shifting how it conducts business to ensure that MABHA, as the collective voice of local behavioral health authorities, is recognized as an expert and leader within the changing behavioral health system in the state of Maryland. As a non-profit, MABHA is uniquely situated to advocate for, and influence the development of the public behavioral health system of care. MABHA has spent a considerable amount of time rethinking its structure and ensuring the appropriate steps needed to advance the work. As the inaugural Executive Director, this role will have the opportunity to continue that path while strengthening and developing those efforts.

The Position

Reporting to the Board of Directors, the Executive Director (ED) will be the face of the organization in the public arena and work with MABHA's Board of Directors and all MABHA members to support, guide and oversee the strategic direction of the organization. The ED will have overall strategic, operational and administrative responsibility for MABHA's staff, programs, expansion, and execution of its mission. In addition, the ED will develop a deep knowledge base of the public behavioral health systems of care, core programs, operations, and local plans as they relate to the local authority's role in local systems management.

Major Duties and Responsibilities

Leadership and Management

- Represent the organization to members, partners and stakeholders and actively engage them.
- Ensure ongoing programmatic excellence and rigorous evaluation.
- Develop, maintain, and support a strong Board of Directors:
- Hire, develop, support and supervise additional staff early in their tenure.
- Regularly assess ongoing administrative and leadership staff support needs.
- Help develop and support a data collection policy/procedure.
- Lead, coach, develop and retain a high-performance team.
- Provide support and strategic leadership for initiatives of the collective MABHA membership.



Policy and Procedural

- Advocate with policymakers in MDH and the legislature related to MABHA concerns when appropriate.
- Participate in and follow up as needed to policy level meetings as the representative of MABHA and report back to the membership.
- Remain up to date on the rules and regulations impacting the public behavioral health system.
- Testify for the organization in support of legislation when appropriate.

Fiscal oversight

- Assure overall financial alignment with the strategic plan and programmatic needs of the organization.
- Monitor financial reporting and regulatory adherence through review of reports by the bookkeeper.
- Support board treasurer in reporting all organizational financial management/oversight.
- Manage the day-to-day financial activities of the organization.

Fundraising/Development

- Collaborate with the BOD to develop strategies for supplementing fiscal needs that align with the mission and work.
- Seek appropriate funding and apply for applicable public and private grant opportunities as needed.
- Use external presence and relationships to garner new funding and programmatic opportunities.

Strategic Planning

- Develop and support implementing a strategic plan for the organization that will include assisting MABHA with defining and refining its organizational identity and better resourcing its internal operations.
- Guide the strategic planning process for program and organizational expansion.
- Ensure adherence to the vision, mission, and values through strategic planning and implementation.

Communications and Organizational Relations

- Build and maintain membership and partnerships with state agencies, partner non-profits, task forces, coalitions, and other statewide or national groups.
- Cultivate relationships with policymakers and other external stakeholders.
- Represent the organization at conferences, and public speaking events.
- Organize occasional policy forums, special meetings, and membership retreats.
- Oversee a team that manages communication between MABHA and external partners.
- Strategically ensure that MABHA serves as a central hub for BHA communication concerning behavioral health system management at the local level.
- Develop various reports, testimony, and communications.

Experience, Attributes and Qualifications

The ED will be committed to MABHA's mission and have proven leadership, coaching, and relationship management experience.

- Passion for and unwavering commitment to quality programs with a strength-based approach and the ability to work effectively in collaboration with diverse groups.
- Proven leadership and management experience in an organization with a similar or related mission and comparable size, budget and staffing.
- At least five years' experience as a mission driven visionary leader with a strategic mindset.
- A desire to develop and grow a young organization that is moving from a grassroots orientation to a growth mindset.
- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve strategic objectives, and oversee financial management.
- Experience in behavioral health, public, private, not-for-profit, or governmental agencies.
- Strong relational and communication skills with the ability to engage a wide range of stakeholders and cultures.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and



multidisciplinary project skills.

- Demonstrated experience with fiscal management, including responsibility for developing and managing a budget.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Unwavering commitment to quality programs, with a strength-based approach.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, commitment, integrity, positive attitude, mission-driven, and self-directed.
- Experience participating on or reporting to a Board of Directors.
- Advanced degree required, ideally an MSW.

Salary is in the range of \$130,000 – 145,000 based on experience. Relocation assistance is not available. This is a remote position.

Application Process

To apply, email your resume, a cover letter that explains your interest in and qualifications for the position and salary requirements to MABHA.EDSearch@gmail.com (email applications are required.) For other inquiries, contact Catrese Brown at catresebrown@gmail.com. Resume review begins immediately.

Maryland Association of Behavioral Health Authorities is an equal opportunity employer.