



CALIFORNIA NETWORK OF MENTAL HEALTH CLIENTS

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Job Announcement **Executive Director**

The California Network of Mental Health Clients (CNMHC), a solely consumer-run organization whose membership consists of affiliates and individuals throughout the State, provides a formal statewide advocacy voice for California's mental health consumers.

CNMHC represents a voice for and of the mental health consumer and as such is a critical participant, stakeholder, and advocacy agent in all statewide mental health policy processes. CNMHC also trains consumers throughout the State to be significant participants, stakeholders, and advocacy agents in their local mental health systems. CNMHC lends essential support to self help and mutual support groups and programs throughout the state, as well as consumers working within more traditional mental health services.

CNMHC provides services statewide and locally. It provides services to consumers of mental health services such as trainings, networking, conferences, policy advocacy, education, and information. CNMHC also provides vital training and education to those individuals and systems that come in contact with individuals with mental disabilities.

This Announcement is for an Executive Director of the CNMHC. Having served for many years, the current Executive Director is leaving her position.

The in-coming Executive Director will be overseeing a significant surge in the Agency's capacity and transition period in the CNMHC history. It is, therefore, expected that job responsibilities will shift. As the CNMHC expands and changes, many of the administrative and program management duties listed below may be delegated to administrative support, and other management positions.

Duties and Responsibilities

Overarching Responsibility: with the Board of Directors, as directed by the membership, responsible for the future direction, including mission and goals, of the organization

Administration

- Oversee Infrastructure of Agency
- Supervise and work as a team with Administrator
- Develop, as directed by Board, and monitor agency and program budgets
- Work with Board of Directors and Committees, coordinating meetings, assisting with agendas, attending meetings, and maintaining on going communication
- Negotiating and attending meetings related to Agency contracts
- Responsible for the preparation of agency and program reports to the Board and granters

Program Management

- Oversee all programs of the Agency
- Responsible for training and supervision of Program Directors and other staff
- In collaboration with related staff and Board, plan, develop, coordinate, and monitor programs
- Identify and solve program problems
- Assist in complaint mediation and resolution
- Provide technical assistance and staffing to programs when necessary

Resource Development, Agency Promotion and Community Outreach

- Responsible for resource development, including identifying grant/fund resources, grant writing, and developing fundraising campaigns
- Oversee membership outreach and development
- Present Agency's values and public policies at mental health constituency groups, planning bodies, meetings, conferences, legislative and other policy venues
- Assist in the development, with Board and program representatives, of agency and public policy papers.
- Assist in the development and coordination of public policy strategies
- Establish and maintain personal contacts within mental health and related organizations and policy makers
- Collaborate with mental health constituency groups and other related organizations throughout the State

Experience, Knowledge, Skills and Abilities

Overarching Qualification: recognized consumer leadership ability to guide the organization into the future

- Lived experience as a mental health consumer/survivor
- Experience administrating a program or agency
- Experience developing resources, including grant writing and fundraising campaigns
- Experience with membership outreach and development
- Experience working as staff to a Board, Committees, or Advisory body.
- Experience working with State and/or local government contracting agencies, including experience with contractual processes.
- Experience coordinating a program
- Experience supervising staff
- Experience collaborating with other agencies and constituency groups
- Experience working with people of diverse cultures
- Knowledge and direct experience of the mental health consumer/.survivor movement
- Knowledge of non consumer mental health and other related communities, including relevant policy issues
- Knowledge of agency budgeting, as well as a basic understanding of bookkeeping systems
- High level coordination and organizational skills
- High level writing and speaking skills
- Conflict resolution skills
- Ability to problem solve and find solutions
- Ability to represent the thinking of the constituency, rather than one's own thinking
- Ability to work collaboratively with persons and groups of differing values and political beliefs

This position will work with and be directly accountable to the CNMHC Board of Directors.

Salary Range

Currently \$60,000. Annually
Vacation, Sick, and Full Health Benefits included
This is full time exempt position.

Application Directions

Please submit cover letter, resume, references, and writing sample by January 3, 2011

Mail to: California Network of Mental Health Clients (CNMHC)
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Call 1-800-626-7447 for more information

The CNMHC does not discriminate on the basis of political or religious affiliation, or because of race, sex, national origin, sexual preference, disability, age or marital status, in regard to all phases of employment and services including recruitment, selection, appointment, and training.