

## **Network of Behavioral Health Providers Executive Director**

Sorrell is pleased to partner with the Network of Behavioral Health Providers in its search for a new Executive Director. The Network of Behavioral Health Providers (NBHP) was created in 2004 by the United Way of Greater Houston to provide a forum for the leadership of greater Houston's mental health and substance use service providers to come together to work on issues of common concern.

The mission of NBHP is to improve the delivery of, and access to, high-quality behavioral health (mental health and substance use disorder) services through education, collaboration, and advocacy. Its Strategic Intents include Member Relationships, Collaborative Resource Development, Partnerships & Coordinated Services, Advocacy, and Workforce Development.

The 40+ members of the NBHP are the CEO's and executives of the behavioral health provider community, representing all aspects of mental health and substance use disorder service provision in greater Houston. Members include public agencies, as well as for-profit and non-profit private organizations, that provide clients with the full range of behavioral health services from prevention to crisis intervention to housing and supports regardless of age, race, religion, gender and gender identity, sexual orientation, and socio-economic status.

NBHP's program emphases are selected by the membership and focus on system level initiatives in areas such as workforce development, health care policy changes, and coordination of care; educational and training opportunities that increase the quality of behavioral health care in the community; and public policy advocacy aimed at improving access, affordability, and delivery of behavioral health care.

Please see <https://www.nbhp.org/> for more information.

### **Summary of the Position**

The Executive Director plays a pivotal role in this collaborative and growing organization. The ideal candidate will be a highly relational, hands-on leader with a deep passion for NBHP's mission and vision. He/She/They will demonstrate passion for mental health, be a strong yet collaborative leader, possess a talent for connecting people and organizations to each other, and have the drive to get things done. A sense of humor and resilience are strongly valued attributes. The ideal candidate will have an understanding of membership networks, and experience with nonprofit management, including administration, external relations, fundraising, financial management, strategic planning, and staff supervision. Healthcare experience is a plus. The Executive Director also will be invested in furthering the organization's commitment to diversity, equity, accessibility, and inclusion. Reporting to the Board of Directors, the Executive Director will lead the staff, collaborate with members and community stakeholders, and inspire others to participate in the mission of the organization.

He/She/They will promote NBHP as a unique and valuable educational and networking resource for the members and shall be a pragmatic, visionary leader and bridge-builder who will grow NBHP's membership and supporters.

### **Core Responsibilities**

As the leader of the organization, the Executive Director will focus on these areas:

#### *General Administration*

- Lead, manage, inspire, and motivate staff ensuring a positive organizational culture; mentor staff and encourage their professional development.
- Oversee all Human Resources matters, including staff performance management and salaries. Develop succession plans and staffing requirements in collaboration with the Board. Direct personnel policies and procedures for compensation/benefits and all staff activities.
- Manage consultants, contractors, and volunteers contributing to NBHP services, programs, and communities.
- Evaluate existing contracts, policies, and procedures. Make modifications to improve operations, workflow, and budget impact.
- Manage office facilities, ensure mutually beneficial rental terms and property improvements/upgrades.
- Embrace and promote efficiencies and process improvements presented by digital technologies.

#### *Board Support*

- Serve as the primary interface with the Board of Directors and cultivate staff/Board relations.
- Clarify/refine in collaboration with the Board of Directors and staff the overarching vision for the future.
- In collaboration with the Board of Directors, develop a long-range strategy and tactical plan that ensures fiscal stability while allowing the organization to fulfill its core mission.

#### *Membership*

- Notify members of all membership and committee meetings and distributing meeting materials, both prior and post.
- Conduct membership dues campaign.
- Prepare membership application materials for new applicants.
- Maintain up to date membership and board roster.
- Coordinate with membership chair regarding contact/outreach with potential or new member applicants.

#### *Fundraising*

- Serve as the lead fundraiser for NBHP, a responsibility that entails establishing fundraising goals, working closely with the Board to maintain and increase contributions by existing and new donors, and submitting grant requests to foundations, government agencies, and individuals to achieve the established goals.
- Research grant possibilities and presenting recommendations to the Board for review and approval.

- Write and submit grant applications and required grant reports and documentation.
- Maintain strong lines of communication with assigned funders' staff.

#### *Financial*

- Serve as the lead fiduciary for the organization. Oversee and manage all budgets in partnership with the Board Finance Committee. Evaluate the current revenue model and modify to achieve growth goals.
- Maintain all financial records.
- Provide bookkeeper with monthly transactions to produce monthly financial statements.
- Provide accountants with all records needed to complete annual 990s and financial reviews when deemed needed.
- Keep checkbook and write all checks for signatures by approved signers.

#### *Programming*

- Develop sustainable programs and initiatives that advance the educational goals and growth strategies.
- Coordinate/facilitate program planning membership, Board, and committees.
- Implement approved project activities of NBHP committees including the supervision of any staff hired to implement those activities.

#### *Marketing/Communications*

- Ensure that the NBHP message is clear, consistent, and positive and that there is a favorable public perception of NBHP. Raise the overall visibility of NBHP through marketing initiatives, and actively engage in professional and public outreach to expand NBHP's reputation and deepen relationships with existing stakeholders.
- Prepare materials for placement on NBHP website to keep it up to date and valuable information depository on issues of high interest to the organization.

#### *External Relations*

- Partner with the Board Chair and Officers to serve as the face of the organization and the spokesperson for NBHP with the media and the public.
- Represent NBHP in the community and at professional discipline gatherings.
- Seek out new venues where the work of the organization can be shared and thus grow the organization's reputation and coverage.
- Engage similar organizations, regionally and nationally, to discuss best practices and collaborate on shared goals.

#### **Preferred Skills and Technical Abilities**

- Undergraduate degree is required, and advanced degree is a plus.
- 7-10 years of professional experience, or an equivalent combination of experience and education.
- Experience with nonprofit organizations, particularly those that focus on networking and education; knowledge of mental health issues and/or broader health care systems highly desirable.
- Public policy experience is highly preferred.

- Experience leading an organization or department, including building and overseeing staff teams, nurturing staff skills and supporting their professional development, addressing challenges, and delegating, as appropriate.
- Experience working within a small team environment.
- Experience with program planning, implementation, and evaluation.
- Ability to develop strategic partnerships and collaborations.
- Ability to understand, create and manage budgets and to reach benchmarks and deliverables.
- Ability to analyze trends, project management deadlines, and performance metrics.
- Excellent communicator, team builder, and ambassador; able to relate well to and enjoy interacting with members and their support teams, board members, and the mental healthcare community.
- Demonstrated ability to be resourceful and adjust quickly, based on changing circumstances.
- Ability to take initiative, exercise independent judgment, decision making and problem solving.
- Fluency and interest in using digital technologies to benefit the organization and its constituents.

### **Desired Personal Attributes**

A successful candidate must:

- Possess the zeal to work for a nonprofit and alignment with the specific mission, vision, and value system of NBHP.
- Strive for the highest quality and standard.
- Demonstrate leadership ability, respect, empathy, and consideration for others.
- Understand and be highly responsive to the unique needs of individuals and teams.
- Be flexible, trustworthy, and motivational.
- Be hands-on, take-charge, forward thinking, decisive, and results driven.
- Give high attention to details and timely execution.
- Possess strong ethics and encourage diversity of thought.

### **Compensation**

Compensation is competitive, within a range of \$100K to \$120K annually, commensurate with experience. Attractive benefits package.

### **Application and Referral Process**

Applicant review is currently underway and will continue until the candidate has been selected. To nominate or be considered for this position, please contact Priscilla Plumb at [priscilla@sorrellco.com](mailto:priscilla@sorrellco.com) / 281.224.0881 or Laura Sorrell at [laura@sorrellco.com](mailto:laura@sorrellco.com) / 713.854.5351. All inquiries will be held in confidence.

### **About Sorrell**

Sorrell is a highly relational provider of executive recruiting. Our mission is to serve as partners with our clients to accelerate their efforts to attract, hire and retain talent that impacts the future of the organization. For more information, call 713.840.1870.