

JOB DESCRIPTION

Job Title: Executive Director, MS Families as Allies Inc (d.b.a. Families as Allies)

Job Purpose: Oversee all aspects of Families as Allies and ensure it functions consistently with the National Federation of Families' [definition of family-driven practice](#) as well as Families as Allies':

- **Mission** – To make sure families are partners in their children's care.
- **Core values** – **EVERY** child and family, excellence, partnership and accountability
- **Beliefs about families** –
 - Families know their children better than anyone.
 - Families are their children's strongest advocates.
 - Systems should follow laws and policies about families and children's rights.

Responsibilities: Family-Driven Practice

- Model and cultivate the National Federation of Families definition of family-driven practice with families, staff, partners who work with families, policy and decision makers, the media and the general public.
- Consistently reflect the mission of Families as Allies in all aspects of day-to-day work and long-term planning.
- Demonstrate commitment to the value of lived expertise and how this translates into best practices for family peer support.
- Keep abreast of national trends in family driven practice and family peer support.
- Develop and maintain relationships with national, state and local family-run organizations.

Fiscal Sustainability and Management

- Apply for, manage and maintain funding (e.g., government grants, foundation contracts, sub-awards) to meet the goals of the organization.
- Complete all programmatic and fiscal reports in a timely manner.
- Develop the organization's annual budget in collaboration with the Board of Directors.
- Ensure timely payment and accurate tracking of all expenses.
- Oversee annual independent fiscal audit and any additional audits required by funding sources, as well as completion of 990.
- Maintain up-to-date knowledge of regulations, laws and best practices in nonprofit accounting.
- Ensure required government registrations/reports are current and accurate.

- Assist the Board of Directors to develop and implement a fundraising plan to obtain unrestricted funds.

Program Oversight

- Oversee all day-to-day operations of the organization.
- Oversee the development, implementation and evaluation of programs and training to support families, community and positive change, including use of electronic platforms to do so.
- Assist the Board of Directors in long range planning and developing policies for the organization.
- Provide for robust family and stakeholder input into programmatic development and evaluation.
- Ensure all activities reflect family-driven practice and are aligned with agency policies and procedures.

Partnerships and Advocacy

- Oversee family-driven communications strategy.
- Participate in mission-congruent local, regional and national group networks and coalitions.
- Prepare staff and families to serve on decision-making groups.
- Provide technical assistance to policy makers and decision makers to support family-driven decision-making across child serving systems.
- Respond to media inquiries in keeping with the mission of Families as Allies.

Personnel Management

- Manage employment, onboarding, training, supervision and termination of staff.
- Provide mechanisms for staff to give ongoing feedback into programs, policies and procedures.
- Implement and coordinate personnel policies and procedures.
- Oversee maintenance and confidentiality of personnel records.
- Coordinate all staff activities and ensure they align with requirements of funding sources and are documented as such.
- Oversee compliance with relevant labor laws.

Preferred Qualifications: Candidates with these qualifications will be given preference:

- Skills

- Demonstrated success in generating funding through multiple grants or other types of fundraising. (e.g. Capital Campaign)

- Advanced facility with federal and state grant application and fiscal management platforms.
- The ability to consistently and thoroughly reflect and explain the mission of Families as Allies, the principles of family-driven practice and the values of lived expertise in all facets of work
- Excellent verbal and written communication skills

- Experience

- Lived expertise as a parent or caregiver of a child with a mental health challenge, disability or special health care need.
- Lived or professional experience using the principles of family-driven practice to change practices, policies or systems from provider-driven to family-driven.
- At least three years of experience managing multiple government and/or foundation grants.
- At least one year of experience working in the nonprofit sector.
- At least two years of experience supervising employees
- Experience with policy development in a child serving system or providing technical assistance to legislators on legislation that became law.

- Education:

- Graduate-level degree (master's level or above) in a related field such as psychology, social work, education, non-profit management or health care.

Required Minimum Qualifications:

- Skills

- The ability to reflect and explain the mission of Families as Allies, the principles of family-driven practice and the values of lived expertise.
- Above average verbal and written communication skills
- A willingness to take on all tasks associated with nonprofit work but also to lead and delegate to a team of employees
- The ability to relate to a wide range of stakeholder groups and engage them in the mission of Families as Allies
- An accurate understanding of policy across child-serving systems and the ability to communicate family-driven principles to policy makers

- The ability to be both goal directed and flexible and the capacity to work independently, effectively and efficiently

- Experience

- At least three (3) full-time years of administrative experience in services related to health, disabilities, children or family services or non-profit work.
- Demonstrated success in generating funding through at least one grant application or other types of fundraising. (e.g. Capital Campaign)

- Education

- Bachelor's level degree, preferably in a related field such as psychology, social work, education, non-profit management or health care

-General Requirements

- Reliable transportation and a valid driver's license.
- Access to reliable WiFi when working remotely.
- The ability to pass criminal, child abuse registry and credit checks related to the position.
- Authorized to work in the United States

Scope: This is a full-time, exempt position. It requires occasional evening and weekend hours and may require occasional overnight in-state travel and occasional multi-day out-of-state travel. The chosen candidate must complete a pre-employment credit, criminal background, education background, and child abuse registry checks.

Salary: Commensurate with experience and education.

Families as Allies does not and shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing a welcoming environment for all members of our staff, families, youth, children, volunteers, subcontractors, vendors, and community supporters.

Because Families as Allies is an organization run by and for families of children with emotional, behavioral and related challenges, preference is given to applicants, vendors and volunteers who are or have been the caregiver of a child with serious behavioral health or related needs and are experienced at negotiating the system barriers often encountered when trying to find services and support.