

## **LEADERSHIP OPPORTUNITY: EXECUTIVE DIRECTOR**

CHARG Resource Center seeks an innovative leader who will bring to the organization the energy, integrity and skills to guide the organization in its growth. This leader needs the insight, compassion and understanding to work with two boards of directors - one representing the community at large and the other representing the organization's consumers (or clients) -- and with staff, involved consumers, and all stakeholders to ensure CHARG's unique mission and nonprofit model continue to serve its community.

### **WHO WE ARE and WHAT WE DO**

The mission of CHARG Resource Center is to advance a model of *genuine partnership* among individuals who live with mental illness, mental health professionals, and the larger community through respectful and comprehensive services. An *innovative* community established in 1989, CHARG serves adults with major mental illnesses such as schizophrenia, bipolar illness, and major depression. It is a joint venture of people who believe that effective and lasting empowerment of persons with mental illness occurs *when they can make decisions regarding their needs*.

CHARG has two locations: The Administration/Heartland Clinic Building and the Drop-In Center; and, jointly operates the PATH Homeless Outreach Program with the Colorado Coalition for the Homeless. The Heartland Clinic is licensed by the state of Colorado to provide outpatient services to adults living with major mental illnesses. Peer specialists, therapists and social workers, a psychiatric nurse and a psychiatrist comprise the clinical team. Services include: counseling, case management, skills training, a payee program, recreational activities, medication management, and monitoring of overall health, including dental.

The Drop-In Center is consumer-run and is open to anyone 18 years and older living with mental illness regardless of where they receive treatment. It is a warm & welcoming place where consumers can socialize and enjoy a number of activities.

CHARG has a rich history and is proud of its unique and successful nonprofit model. The staff and boards are committed to growing and strengthening this model through intentional changes. To that end, CHARG recently engaged in a two-year cultural study and analysis to help them identify and prioritize positive changes.

### **QUALIFICATIONS**

#### **Required (applicants must meet these qualifications to be considered)**

- Passion for the mission, with a visionary attitude
- Active participation in fundraising activities and the ability to lead the boards and volunteers in these activities
- Previous employment in a nonprofit organization or in a for profit business as the Executive Director/CEO or other leadership/upper management position
- A minimum of eight years administrative and staff management experience
- Experience in mental healthcare
- A high level of cultural competence and compassion, developed through direct experience working with diverse, multi-cultural, and/or low income communities

- Ability to work collaboratively with both boards to set the strategic vision and direction for CHARG and ensure that the strategy is implemented throughout the various functions of the organization
- Financial acumen: experience creating and managing budgets, understanding and analyzing financial reports, other financial management tasks
- Experience in community networking and outreach; and, *creating community within a workplace*
- Demonstrated ability to address problems fairly, creatively and timely
- Outstanding written and oral communication skills, with the ability to be clear and transparent with people at all levels of the organization
- Sincere and active listener who considers and respects others' input
- Bachelor's degree in relevant field or commensurate experience
- Familiarity of leading and decision-making within a democratic framework

### **Strongly Preferred**

- Knowledge about, compassion for, and understanding of the communities served by CHARG
- Understanding of the negotiation process of Medicare and Medicaid contracts
- Understanding of fund development with a proven track record of fundraising success
- Experience with grant writing and/or grants management
- Demonstrated ability to develop collaborations and partnerships with a wide range of governmental, corporate and nonprofit entities

### **Preferred**

- A team builder who is able to motivate and inspire the CHARG community (staff, board and consumers)
- Open minded and flexible
- Empathetic and compassionate

## **PRIMARY RESPONSIBILITIES**

### **Development and Revenue**

- Be the "face of CHARG" via speaking engagements, presentations at worksites, and meetings with community leaders
- Cultivate and retain major donors
- Work with boards and staff to create and implement strategic development plan
- Support the planning of special events with board members and staff
- Negotiate and manage contracts such as PATH/Coalition for the Homeless, Colorado Division of Mental Health, Access Behavioral Care
- Coordinate individual giving campaigns (semiannual)
- Create fundraising letters and follow up
- Oversee contract grant writer and deadlines

### **Advocacy and Outreach**

- Speak to community groups, at conferences, and at annual conference
- Network with advocacy organizations
- Work with other agencies and consumer groups toward advocacy goals

## **Boards of Directors**

- Proactively inform the Boards on the condition of the organization and important factors influencing it
- Assist the Boards in their fiscal, fiduciary, legal and programmatic decision-making
- Work with the Boards in developing strategic plans for the short, mid, and long-term development and sustainability of the organization

## **Administrative and Staff**

- Prepare government reports (tax exemption, Dept. of Health, zoning, etc.)
- Direct activities related to repairs, grounds, inspections, rent, and subsidies
- Prepare for and meet with auditor; ensure timely filing of IRS Form 990
- Approve invoices, oversee equipment and repair issues, and health insurance renewals
- Maintain affiliation agreements with other agencies
- Directly supervise 2-4 people
- Manage and oversee the staff team; responsible for a healthy workplace culture
- Responsible for performance evaluations, leave requests, and personnel policies
- Responsible for staff recruitment, discipline and termination
- Plan staff retreats and meetings

## **What You Can Expect**

- The opportunity to use the sum of your life's experience and knowledge to capitalize on the accomplishments of CHARG Resource Center's 29-year history and to lead its future growth
- Be inspired by the way in which CHARG works collaboratively, especially with the consumers it serves
- Lead diverse, committed staff members and consumers that are smart, passionate, and committed to the community they have helped created

## **Compensation Benefits**

This is a full-time, exempt position. Salary will be commensurate with experience, in the range of \$85,000 to \$95,000. CHARG offers a generous benefits package including health insurance and dental insurance; generous paid time off; FMLA and other need-based leave.

### **To Apply:**

Email your resume and cover letter (applicants will not be considered without a cover letter) to our transition consultant, Donna Deteau: [dgdeteau@yahoo.com](mailto:dgdeteau@yahoo.com). Please describe how you meet the Required Qualifications and also include why you think you are the best candidate.

Include "CHARG Executive Director" in subject line. Mailed resumes/cover letters will NOT be considered. No phone calls, please. Resumes and cover letters must be received by April 15th.

CHARG Resource Center is an equal opportunity employer. To read more about CHARG, visit our website: [www.charg.org](http://www.charg.org).