

## **Job Posting: Managing Director, Center for School Behavioral Health at Mental Health America of Greater Houston, Inc.**

Mental Health America of Greater Houston is seeking a Managing Director who will oversee and inform the daily work of the Center for School Behavioral Health (CSBH) across a diverse array of projects and components. The primary responsibility of this position is to enhance the internal organizational processes and infrastructure of the program.

Responsibilities include but are not limited to

- Providing for all CSBH staff a strong day-to-day presence—mentoring, coaching, and serving as an approachable sounding board and resource.
- Translate existing multi-faceted program components into timelines, deliverables, and assignments.
- Manage CSBH budget, monitoring expenditures and ensuring appropriate resource allocation
- Manage the planning and implementation all aspects of the annual School Behavioral Health Conference, in conjunction with the volunteer conference committee.
- Assist in the preparation of internal and external evaluative reports, in conjunction with evaluation specialist and development team, to ensure programmatic fidelity and stewardship of donors and funders.
- Work closely with Communications Manager on public relations and marketing endeavors to advance knowledge of the CSBH and its mission.
- Other duties needed to help drive our Vision, fulfill our Mission, and abide by our Organization's Values.

### **Qualifications for Position**

Minimum requirements for this position include a bachelor's degree in management, business administration, or related field with knowledge, skills, and 5 years' supervisory experience preferably in education, mental health or nonprofit sector. Master's degree preferred. Operations experience a plus.

Submit cover letter with salary expectations and resume to [careers@mhahouston.org](mailto:careers@mhahouston.org). Include "Managing Director" in Subject Line.