

## **ARTHUR DIAMOND ASSOCIATES INC**

*Executive Search Consultants*

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### **POSITION:**

Executive Director

### **ORGANIZATION:**

National Association of State Mental Health Program Directors Research Institute, Inc.

NASMHPD Research Institute, Inc. (NRI)

### **LOCATION:**

Falls Church, VA

### **REPORTS TO:**

Board of Directors

### **SUMMARY:**

The NRI is a non-profit corporation devoted to issues of the public mental health system. Established in 1987 as a national organization resource to provide leadership and support in the areas of data collection, analysis, evaluation, and research, NRI facilitates the application of data analysis and research findings to inform the management of state mental health programs.

### **PRIMARY FUNCTIONS:**

The Executive Director is responsible for providing strategic leadership for NRI in the areas of data and information collection, trend analysis and interpreting data for state mental health directors. The Executive Director in working with the Board of Directors and key management staff and other stakeholders establishes organizational long-range and short-range goals, strategies, plans and policies. The Executive Director has responsibility for the development, management, coordination, and evaluation of the NRI's total project portfolio and reports to the Board of Directors.

### **SUPERVISORY RESPONSIBILITY:**

The Executive Director supervises the following positions: Director of Operations, Controller, Director of Statistical Analyses, and the Director of Research Analyses.

### **PRIMARY RESPONSIBILITIES:**

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Ensures that the work of the organization properly informs and is of benefit to state mental health directors and other key stakeholders of the public mental health system.
- Works with the pertinent staff at NRI to develop, implement, and monitor annual plans and budgets for projects within the NRI.
- Supervises the development of projects including, planning, tasks, staffing patterns, and funding sources and ensures that projects are on-target with tasks and billing.
- Supervises staff and provides general oversight of all products and services generated within the NRI.

- ❑ Supervises and monitors the operations of NRI departments to ensure NRI mission and annual goals and strategies are met. Maintains appropriate liaison with external officials, agencies and consultants to ensure that the NRI is both well informed and proactive regarding information related to research and innovative, exemplary programs.
- ❑ Develops and maintains relationships and communications between the NRI Board of Directors, and the NRI staff.
- ❑ Cultivates strategic partnerships in and outside of the mental health community to “market” the products and capabilities of the NRI as a business development strategy.
- ❑ Works with the Controller to ensure that the NRI’s financials are up-to-date and that project managers receive accurate financial information to effectively run programs. Monitors and approves the annual plan and budget for the entire NRI organization and ensures the most cost-effective strategies are utilized.
- ❑ Maintains a strategically coordinated relationship with the Executive Director of the NASMHPD (a separate 501c3 entity that serves as the membership association of state-level commissioners).
- ❑ Supervises the preparation of grant proposals and develops mechanisms to fund future activities. Assists with writing and preparing other grant applications submitted by the NRI.
- ❑ Ensures that the annual research conference or online webinars are convened each year.
- ❑ Monitors NRI policies and procedures to ensure that they are up to date.
- ❑ Facilitates meetings and teleconference calls with State Mental Health Commissioners and other key public sector stake holders.
- ❑ Supervises the development and utilization of the NRI database and website and ensures that the products are up-to-date.
- ❑ Serves as the primary liaison to the Government Projects Officer (GPO) and reviews and makes recommendations to the GPO on all requests. Reviews monthly and yearly status reports to the GPO.
- ❑ Other responsibilities as assigned.

**POSITION QUALIFICATIONS:**

- ❑ Minimum of 10 years’ experience in a supervisory position responsible for budget oversight, strategic development and operations of organizational programs.
- ❑ Demonstrated experience in change management as well as strategic planning. In particular, ability to integrate organizational components behind shared objectives.
- ❑ Successful track record of identifying and securing grants and contracts.
- ❑ Excellent organizational skills and ability to manage a wide variety of projects and tasks within deadlines while working within association and government policy and fiscal constraints to bring about desired outcomes.
- ❑ Strong communication and interpersonal relationship skills, with ability to lead, direct and motivate staff teams; commitment to working as part of a senior management team is essential.
- ❑ Communicates clearly and concisely so that collaborative relationships are established throughout the mental health field to foster credibility and trust.
- ❑ Must be able to articulate the vision of the organization and grow it to new levels.
- ❑ Travel is required to attend national meetings and events.

**EDUCATION:**

- ❑ Master’s degree required; a degree in an appropriate field related to health, mental health, social service, business administration, management and/or public service administration.
- ❑ Doctoral degree a plus.