

**MENTAL HEALTH AMERICA OF SPARTANBURG COUNTY (MHA-SPARTANBURG)**  
**EXECUTIVE DIRECTOR**

Position: Salaried, part-time (20 hours/week)

Reports to: MHA-Spartanburg Advisory Board, through Chair and in coordination with MHA of South Carolina Executive Director. \*

Benefits: Flexible schedule; work from home; home internet reimbursement (up to \$50/month); accrued annual and sick leave; FICA match.

General Description: The Executive Director will have overall strategic and operational responsibility for carrying out the mission and goals of MHA-Spartanburg, serving as the “face” of the organization in the community. She/he will work under the general guidance of the MHA-Spartanburg Advisory Board.

Overall Responsibilities:

1. Develop, with Advisory Board, plans, timelines, and resources needed to achieve mission and goals.
2. Help maintain and support a strong Advisory Board and committees, keeping them informed about opportunities, issues, and challenges.
3. Act as liaison between MHA-Spartanburg and MHA-South Carolina, ensuring compliance with their financial and operational guidelines.
4. Work with Advisory Board to ensure consistent quality and on-going evaluation of program and services.

Fundraising and Communications:

1. Expand on-going, reliable revenue sources to build organizational capacity and sustainability.
2. Identify grant opportunities and develop proposals, ensuring required reporting.
3. Build and expand collaborative relationships with other organizations with related missions and goals.
4. Develop effective relationships with local communication outlets; assist Marketing and Communications Consultant with maintenance and update of MHA-Spartanburg’s website and Facebook page.
5. Represent MHA-Spartanburg at relevant meetings or events in the community, whenever possible.

Qualifications:

1. Bachelor’s degree from an accredited college or university; training and/or experience in human services and behavioral health, preferred.
2. Non-profit management experience, including working with and supervising volunteers, preferred.
3. Knowledge of financial operations and resource development.
4. Knowledgeable about behavioral/mental health issues and community resources; commitment to the mission and goals of Mental Health America.
5. Strong writing skills; experience in public speaking and community education, desirable.

**\*NOTE:** MHA of Spartanburg County is a satellite of MHA of South Carolina whose Board of Directors is our governing board. The Executive Director of MHA-South Carolina works in coordination with and supports our Advisory Board.

Email resumes and cover letters to Susan Lea at [info@mhaspartanburg.org](mailto:info@mhaspartanburg.org)

**Deadline for resumes is July 8, 2022.**