

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

Position: Part-time (10 hours/week)

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

Benefits: Flexible schedule, home internet subsidy (\$50/month).

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 through work with Fundraising committee and attaining sponsorships for special events.
2. Working with Grants committee to 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 (e.g., IntheBurg); assist Marketing and Communications Consultant with maintenance and update of MHA-Spartanburg’s website, Facebook, Instagram, and monthly email newsletter.
5. Represent MHA-Spartanburg at relevant meetings or events in the community, whenever possible.
6. Host Educational Series every other month both in person and virtually as well as other special events like the Annual Symposium and Be Kind to Your Mind.

Qualifications:

1. Bachelor’s degree from an accredited college or university; training and/or experience in human services and behavioral health, preferred, but not required.
2. Non-profit management experience, including being a volunteer, working with and/or supervising volunteers.
3. Knowledge of financial operations and resource development.
4. Invested in raising awareness 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.

Email resumes and cover letters to Susan Lea at info@haspartanburg.org

Deadline for resumes is October 31, 2024.