



Our Mission –

To empower women to achieve life changing recovery through proven treatment and critical support services.

Job Title: Executive Director
Reports to: Board of Trustees
Job Classification: Exempt

Position Summary:

Under the Supervision of the Board Chair, the Executive Director is responsible for leading the organization, utilizing creativity and passion to ensure sustainability, and growth of our mission. The Executive Director is a self-starting and energetic leader, responsible for building upon the organization's foundation to guide future direction and growth.

Job Duties:

- Responsible for planning, organization, and direction of St. Monica's fundraising, operations, and programs.
- Ensures that funding relationships are robust enough to meet and exceed strategic goals and objectives.
- Supports Development staff in creating and implementing a strategic annual fund development plan that includes current and prospective donor cultivation, solicitations, and recognition for individuals, corporations, and foundations.
- Develop and maintain ongoing relationships with major donors.
- Works with Finance staff and Board to prepare and recommend annual budget for board approval.
- In conjunction with finance staff, monitor and manage personnel and expenses to meet budget.
- Coordinates and leads annual budget process, reviews monthly and quarterly reviews, periodic forecast updates with management and board for all locations.
- Prudently manage the organization's resources according to laws and regulations.
- Work with contracted accounting firm as directed by the board on taxes and audit.
- In conjunction with in-house IT staff and/or contracted IT entity, ensure all technology systems are HIPAA and 42 CFR compliant.
- Provides leadership to and manages the efforts of direct reports.

- Ensures the organization is implementing and maintaining clinically sound, research based best practices in gender responsive, trauma enhanced behavioral health.
- Responsible for spearheading the implementation of strategies and efforts to create and sustain a workplace and treatment experience that ensures safety and that values and enriches diversity of employees and clients.
- Analyzes and approves major system implementations and related cost within approved budget.
- Conducts on-going assessments of community partnerships and makes recommendations for strategic initiatives, goals, and objectives.
- Works to develop programming and relationships in the medical community in concert with clinical director to help support engagement of providers and clients.
- Oversees strategic program efforts that build strong and impactful programs reaching identified constituents.
- Effectively and professionally represents St. Monica's to the community.
- Ensures that the organization and its mission, programs and services are consistently presented in a strong and positive image to relevant stakeholders.
 - Works with other key leadership team members on day-to-day facility needs.
 - Responds to voicemails, phone, and emails promptly, typically within one business day.
 - Performs other duties as assigned by Board.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Abide by HIPAA and 42 CFR confidentiality requirement which include but not limited to businesses, family members, friends of clients, and other agencies and the public including safekeeping of client identified materials.
- Support St. Monica's Home in the organization's objective to be a diverse, equitable, inclusive, and accessible workplace.
- Follow all agency and program policies and procedures including philosophy, confidentiality, ethics, and safety procedures.
- Regular and on time attendance required.

Position Competencies:

- Verbal communication
- Written Communication
- Organizational Skills

Education and Experience:

- Bachelor's degree in behavioral health, human services, business administration, or related field; experience in non-profit administration, management, and leadership.
- Must be at least 21 years of age.
- Driver's license and valid insurance required.

- Minimum of 10 years experience in ED or similar role

Physical Requirements:

- Ability to lift 25 lbs. regularly, climb and descend stairs
- Ability to thrive in a fast paced, deadline-oriented work environment

St. Monica's Home is an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, ethnicity, disability, gender, sexual orientation, gender identity, or national origin.