

<b>Job title</b>	<i>Executive Director</i>
<b>Reports to</b>	<i>Board of Directors</i>

### **Job Purpose**

The Executive Director is responsible for the daily operation and management of Vermont Psychiatric Survivors. The Executive Director works directly under board supervision and is responsible for working with the board on the Mission and Vision of the program, and for reporting back to the Board on the daily operations of the program.

### **Duties and Responsibilities**

#### Partnership with the Board of Directors

- Work with the Board to ensure that VPS has a clear mission, policies and strategic plan and conducts its operations accordingly.
- Works with Board to ensure that the mission, vision, policies and plans of VPS accurately reflect the voice, needs and interests of the community.
- Work with the Board in the vision process to develop new programs which address identified needs and interests
- Assist the Board and its committees to access the support, information, training and technology needed to fulfill essential Board functions, including meeting agendas, committee assignments and Board member communication at/between meetings.

#### Partnership with the community:

- Ensure community involvement when new programs are being developed.
- Ensure that existing programs actually meet community needs.
- Cultivate relationships across a broad variety of community sectors, including health providers, community organizations, social services, public officials, local businesses and community members.
- Represent Vermont Psychiatric Survivors on the National Coalition for Mental Health Recovery, the Vermont Mental Health Transformation Council, Wellness Workforce Coalition and other relevant state and national committees.

#### Advocacy and Education

- Develop strategy and coordinate advocacy efforts Statewide both within Vermont Psychiatric Survivors and in collaboration with other organizations.
- Support the movement at media and public relations events.
- Cultivate relationships with local, state, national and international leaders, organizations and public media to advance movement interests.
- Promote collaboration with organizations with complementary agendas and co-sponsor activities and events.

### **Minimum Qualifications**

#### General

- Lived experience of mental health issues/diagnosis and an understanding of the resulting losses and marginalization
- Good literacy/numeracy skills
- Leadership and management experience
- Policy development and management
- Political advocacy

## Vermont Psychiatric Survivors – Executive Director

- Experience working across a wide range of community sectors

### Leadership

- Strong leadership skills; leadership that is visionary, creative and directive to assist in rebuilding and moving forward for this older organization.
- Demonstrated ability to “hold the big picture” for forward movement of the organization.
- Ability to work collaboratively with a large Board that has a public membership component.
- Understanding of the consumer/survivor/peer movement and/or other social and civil rights movements, and deep personal commitment to their values.
- Willingness to work in a mutual and transparent manner where structure is as collaborative and flat as possible.

### Management

- Experience with, and ability to, manage grants, finances, fundraising, and corporate assets
- Experience with developing and managing an annual budget
- Experience with working collaboratively with a board for reporting
- Experience with reporting and invoicing to all funders
- Experience with working with a CPA and auditors for all financial needs
- Ability to identify grant opportunities and develop proposals
- Ability to negotiate and maintain contracts with other organizations and agencies
- Ability to network, foster relationships and build community partnerships
- Ability to ensure compliance with relevant laws, regulations, grant provisions and ethical standards
- Experience and proficiency with technology; cloud software, spreadsheets etc.
- Excellent communication and writing skills

### Staff Management and Supervision

- Experience hiring, managing training, job performance supervision, support and evaluation.
- Demonstrated ability to work as part of a “team” with staff to develop and implement new methodology, programs and policies.
- Ability to foster a workplace culture of mutual respect and shared responsibility
- Ability to develop and maintain policies and procedures with inclusive staff and board involvement as appropriate
- Experience in supervising staff who hold multiple positions, with some working remotely off site throughout the State
- Experience with facilitating collaboration, teamwork, in a mutual and transparent way
- Excellent self-care
- Sense of humor

### **Desirable Qualifications**

- Knowledge of mental health law
- Advanced degree in law or business
- Computer literacy, including Microsoft Word and Excel, database software, QuickBooks, Adobe Suite

### **Working conditions**

- Position is based in Rutland, Vermont

### **Direct reports**

- All staff

### **About Vermont Psychiatric Survivors, Inc.**

Vermont Psychiatric Survivors, Inc. (VPS) is an independent, statewide mutual support and civil rights advocacy organization run by and for people marginalized because of psychiatric labels. Founded in 1983, our primary purpose is to promote the equal rights and full civic participation of people psychiatrically labeled.

VPS publishes a quarterly newspaper that is distributed throughout Vermont. VPS also provides advocacy and education to challenge discrimination against those psychiatrically labeled; information, mutual support, and referral for people in distress; and technical assistance to allied organizations.