**CEO Job Posting**

**Overview**

The Mental Health Association in Ulster County, Inc. (MHA) is seeking a full-time (35 hours per week) CEO to supervise all aspects of the non-profit Agency. The CEO must have leadership and management skills, ability to multi-task, take initiative, work independently, creative problem-solving skills, enthusiasm, flexibility, organizational skills and be able to work collaboratively.

The CEO is responsible for setting the mission and vision of MHA and defining its strategic direction, ensuring that resources are in place to accomplish goals, ensure financial stability, recruit and retain staff, keep staff motivated and capable of exceeding expectations, and building a culture which supports the goals of the Agency. The CEO reports to the Board of Directors and works with the senior management team to meet program goals and objectives, financial responsibilities, billing, and providing quality services.

**Responsibilities include**;

Managing MHA’s budget and ensure it is financially viable on a monthly, quarterly and annual basis, ensure MHA is in compliance with all state, and federal laws, regulations, program guidelines, contracts, hold monthly Board meetings, attend Board committee meetings, conduct bi-weekly management meetings, oversee fundraising activities, represent the Agency at local, regional and statewide meetings.

**Qualifications**

* A Master’s Degree or higher in Social Work, Rehabilitation Counseling, or a related field, **OR** CSW, ***OR*** Licensure/Registration as a Registered Nurse, Psychologist, or Physician.
* 5 year’s experience in an executive level position with supervisory experience and Board experience.
* A clean and valid NYS driver’s license and 3 years driving experience.

\*\*Please apply directly on our webite: <https://www.mhainulster.com/about-us/job-opportunities/>, Indeed, or HVHW.com\*\*