

Executive Director

Organization: Colorado Association for Infant Mental Health (CoAIMH)

Organization Type: 501(c)(3)

Job Location: Denver Metro

Type of Job: Full-time

Job Category: Executive

Colorado Association for Infant Mental Health (CoAIMH) seeks an exceptional Executive Director experienced in infant mental health and fundraising (bilingual English/Spanish preferred). This role requires a leader who has a sincere desire to make a difference in the lives of Colorado's most vulnerable population and who demonstrates the ability to take the organization to the next level.

OUR MISSION

Colorado Association for Infant Mental Health (CoAIMH) is Colorado's leader in the area of infant and early childhood mental health (IECMH). CoAIMH consists of a strong community of providers, policy makers, and researchers that consistently prioritizes the relationships between young children and their caregivers.

Our aim is fulfilled through:

- (1) The development and support of the infant and early childhood workforce
- (2) Our expertise on Colorado public policy matters that impact young children

WHAT WE DO

CoAIMH was founded in 2001, recognizing a burgeoning field in Colorado and the needs of professionals supporting infants, toddlers and families. Over the past 17 years, CoAIMH has had unique opportunities that have led to tremendous growth. This growth has been heavily tied to a local community of funders, organizations, and agencies committed to infant and early childhood mental health services, as well as the growth and development of a state-wide infant and early childhood workforce.

THE OPPORTUNITY

The Executive Director is a leader dedicated to making a difference in the lives of the infants and young children of Colorado through policy and advocacy while embracing diversity and inclusiveness. Passionate about infant mental health, the Executive Director serves the Board of Directors and acts as chief executive officer responsible for the overall leadership, management and strategic planning of the organization. Engaged both legislatively and within the community, this position is the face of CoAIMH and presents its mission and programs in a strong, positive image to all stakeholders. This position oversees all programs, services, and activities and collaborates with and leads a staff of one to ensure a productive and inclusive work environment. In addition, the Executive Director is responsible for generating fundraising opportunities and grants

through foundations and individual donors and all public relations efforts that seek to raise awareness and support of the organization.

Areas of Responsibility

PRIMARY RESPONSIBILITIES OF THE POSITION

Summary: The Executive Director is responsible for providing overall direction and leadership toward the achievement of the CoAIMH's mission and leading the organization in the planning, development, and implementation of strategic goals and objectives.

Please note that the following is not an exhaustive list of the Executive Director's desired knowledge, skills and abilities.

Infant Mental Health Perspective and Knowledge

- Possesses expertise in the field of Infant and Early Childhood Mental Health, and preferably holds IMH-E endorsement as a mentor (clinical, research/ faculty or policy).
- Upholds and models the relationship-based practices and ways of being that the field of infant mental health espouses
- Values reflective process and self-awareness
- Knows current professional development needs of Colorado's IECMH workforce
- Demonstrates the ability to connect with others, form strong relationships and nurture community partnerships
- Understands the *IMH-Endorsement* process of Infant Mental Health practitioners.
- Understands reflective supervision and consultation in Infant and Early Childhood Mental Health

Leadership & Management

- Models a deep enthusiasm for infant mental health
- Exhibits a desire to guide CoAIMH to become a leader in the IECMH field in Colorado
- Demonstrates execution competence: consistently delivers expected results
- Demonstrates an entrepreneurial spirit and maintains a high sense of urgency
- Has a track record of leading successful learning programs
- Has the ability to lead a diverse and independent Board
- Is able to shift between the tactical, operational and strategic demands of the position
- Understands the importance of strategic planning and has previously developed and led a successful strategic plan

Fundraising

- Assumes overall responsibility for the fundraising activities of CoAIMH
- In collaboration with the Board, develops and implements a comprehensive fundraising and donor relations plan including annual fundraising goals and a focus on expanding the individual donor base while generating major gifts

- Leads the organization in identifying possible state, federal, corporate, and foundation donors. Builds and maintains relationships as needed
- Works closely with the Board to execute comprehensive marketing, branding, and communication strategies that will support the success of the fundraising plan and ensures consistency throughout the organization

Budget & Finance

- Develops and executes a Board approved annual operating budget
Establishes and ensures that financial controls are in place and makes certain the organization is operating in a manner that supports the mission of CoAIMH
- Establishes the financial priorities that direct the preparation and maintenance of all required financial statements, records and reports through the Accounting Administrator

Board Relationship

- Develops, maintains, and supports an engaged, knowledgeable and committed Board by providing accurate and timely information and education that enables Board members to make informed decisions
- Assists in the identification, recruitment and orientation of new Board members
- Works with the Board leadership to assist in Board development and training, to plan Board meetings and committee meetings, and to help build consensus around organizational direction, programs and policies
- Provides support to assist Board members in meeting their own fundraising responsibilities

Communication & Outreach

- Works to consistently increase CoAIMH's visibility and maintain the organization's reputation and credibility
- Represents CoAIMH with funders, policy-makers, the media, clients, and other nonprofit organizations at both public and private functions to further the mission of CoAIMH
- Actively seeks and develops community relationships that will enable CoAIMH to achieve its mission

Program Development and Administration

- Works collaboratively with the Board to execute the organization's vision for professional education programs and activities
- Supports the Board in the management of program activities
- Supervise CoAIMH staff
- Maintains updated knowledge of significant developments and trends impacting programmatic work
- Provides opportunities for staff education and staff development

Requirements/Qualifications

THE IDEAL CANDIDATE WILL POSSESS THE FOLLOWING QUALIFICATIONS:

- Expertise in the field of infant/early childhood mental health
- High-level leadership experience, preferably in the nonprofit sector
- Understanding of the fund development process, with a track record of fundraising experience and success, particularly in the development of a broad individual donor base as well as major donors
- Financial acumen; experience creating and managing budgets, utilizing financial reports to make organizational decisions, with a strong commitment to accountability and transparency in financial management
- Community connections and networking skills that will increase CoAIMH's connections in areas such as philanthropy, government, NPO sector, etc.
- Exceptional written and oral communication skills
- Exceptional interpersonal skills
- Previous experience developing and managing a Board of Directors
- Master's degree (or higher) in relevant field

EQUALLY IMPORTANT ARE THESE CHARACTERISTICS AND TRAITS

- Passion for the mission; loving what we do!
- A sincere and active listener who considers others' input when making decisions
- Inspiring visionary who thinks "outside the box"
- Collaborative, team player
- Open-minded and flexible
- Bilingual Spanish
- Compassionate
- A "can do" person, willing roll-up their sleeves and wear many hats
- Trustworthy
- Decisive and self-confident
- Treats all people with great respect

Compensation/Benefits

- Salary commiserate with experience.

How To Apply

If you are interested in applying for this opportunity please send your cover letter and resume directly to info@coaimh.org