

Division Director, Youth & Family Services

EveryMind is currently seeking a dynamic and experienced professional to lead our Division of Youth & Family Services (YFS). Reporting to and in partnership with the Chief Program Officer (CPO), the Division Director will be an integral part of the organization's senior leadership team. Working closely with the CPO and program management team, the Division Director will assess gaps and needs in the community to identify opportunities for programmatic growth and expansion.

As in many mid-sized nonprofits, this position requires someone who will do both strategic thinking and planning for the division and organization as well as provide support and guidance to the YFS Management Team that oversees day to day implementation of direct services.

The individual selected should possess strong leadership and management skills. Responsible for directly supervising 5 staff members and supporting nearly 50 staff members in the division, most of whom work offsite; and developing and managing division budget of \$4M.

Essential Duties and Responsibilities

- Provides strategic vision, guidance and support for the Division of YFS.
- Supports the implementation of YFS programming and services. Develops, administers and regularly reviews policies and procedures, adhering to mandates of all contracts, state laws and policies.
- Leads various meetings within YFS and actively participates in leadership meetings within EveryMind. Participates in community boards, committees and task forces as relevant.
- Maintains positive relationships with staff, community partners, funders, contract monitors and other key customers. Supports effective relationships within YFS team.
- Ensures completion and submission of all YFS reports. Oversees program evaluation and ensures output and outcome data accurately reflect impact.
- Develops, manages and oversees YFS budget. Ensures budget expenditures adequately meet program and client needs.
- Supports the development, implementation and evaluation of professional development training for staff to support staff job proficiency as well as ongoing development and growth.
- Ensures that YFS services are culturally appropriate and consistent with current best practices for the populations being served. Ensures that program practices are consistent with current codes of ethics for social services professionals.
- Supports the Development department with grant writing, relationship building, communications and other development functions. Seeks new opportunities to support strategic growth and expansion.

Qualifications

- Master's degree in mental health or human services field. Licensure preferred, not required.
- A minimum of five years of experience providing programmatic leadership and management; minimum of three years supervising social services staff.
- Exceptional verbal and written communication skills.
- Strong interpersonal skills to effectively interact with a variety of customers.
- Ability to manage and organize varying priorities in timely manner.
- A sincere interest and commitment to the importance of mental health and wellness.