

Job Title	Executive Director
Employer/ Agency	Mental Health America of Fort Bend County
Job Description	This full or part time position will oversee all of the current and future programs of MHAFBC, and its volunteers. Working with the Board, the Executive Director will implement strategies to achieve the current vision (People Who Care, Give Hope, and Offer Help) while maintaining community involvement in Fort Bend County.
Qualifications	<ul style="list-style-type: none"> • Bachelor’s Degree from an accredited university in a field related to mental health, management, marketing, or public relations. • Knowledge and understanding of nonprofit organizations • Proven business skills, including experience in budgeting • Experience implementing programs • Experience working with volunteers to accomplish goals • Experience with fundraising events and soliciting sponsors for events • Proven computer skills including basic competency in Word, PowerPoint and Excel • Ability to communicate professionally and clearly in writing • Knowledge of strategic planning, and experience leading to develop and the mission, vision and values that guide an organization • The ability to work independently without supervision.
Salary/Hours	50,000 full-time 25,000 part-time Hours: Monday – Friday 8 a.m. to 5 p.m.
Employer/Agency	Mental Health America of Fort Bend County
Address	10435 Greenbough Drive, Building H, Suite 200
City, State, Zip	Stafford, Tx 77477
Contact Person	Amy Cummins
Contact Title	Chairman of the Board
Telephone Number	281-207-2411 281-275-2933
Fax Number	281-275-2676
Email Address	Mha-fbc.ed@mhafbc.org
Application Method	Call to inquire

Opening Date	Immediately
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To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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