

Job Title	Assistant Director
Employer/ Agency	Network of Behavioral Health Providers (NBHP)
Job Description	<p>The Network of Behavioral Health Providers (NBHP) is a nonprofit organization comprised of the leadership of 40 mental health and substance use disorder providers in the greater Houston area. Its members set the agenda for the work of the organization and staff execute those programs. NBHP provides continuing education for behavioral health professionals in a wide range of areas, works on large initiatives to improve the delivery of behavioral health services in the community and has a large and active public policy agenda. This position reports to and works in coordination with the Executive Director. For more information please visit www.nbhp.com.</p> <p>Leadership and Direction:</p> <ul style="list-style-type: none"> • Oversees the day-to-day operations of the organization. • Plays an active role in the community for representing the strategic interests of NBHP • Assists in the planning of topics, speakers and location for membership and committee meetings • Executes directives from the ED, board, and membership and provides guidance to Board and committee members to help them fulfill their responsibilities for the agency. <p>Programmatic Leadership and Support:</p> <ul style="list-style-type: none"> • Works with ED, board and committee members to establish vision and direction for the agency. • Implements key themes and objectives for programs, and oversees the implementation of NBHP programs. • Works with ED and members to evaluate and monitor program effectiveness • Oversees all aspects of Continuing Education (CEU) process • Oversees all aspects of program announcements, registrations, minutes, and meeting logistics <p>Financial Oversight:</p> <ul style="list-style-type: none"> • Helps prepare monthly reports and assists in preparing of 990s <p>Public Relations:</p> <ul style="list-style-type: none"> • Responsible for production and distribution of agency publications, public statements, and ensures that there is on-going communication with key partners and stakeholders. • Acts as the agency contact for media on policy and mental health information • Assists with updates and maintenance of the NBHP website. • Authors biweekly email newsletter
Qualifications	<p>Professional Experience and Qualifications:</p> <ul style="list-style-type: none"> • 5 plus years of experience in progressively more responsible leadership roles in nonprofit or mission-driven organizations. • Bachelor's degree in related field. Master's degree preferred. • Results driven leader who inspires confidence internally and externally;

	<p>a “bridge builder” skilled at building consensus and achieving buy-in across constituents.</p> <ul style="list-style-type: none"> • Demonstrated success in implementing high-impact community-based programs and results. • Strong executive presence and an articulate communicator who can deliver messages with confidence and authority. • Understanding of behavioral health landscape, issues and centers of influence preferred.
Salary/Hours	DOE
Employer/Agency	Network of Behavioral Health Providers (NBHP)
Address	PO Box 980323
City, State, Zip	Houston, TX 77098
Contact Person	Dr. Marion T. Coleman
Contact Title	Executive Director
Email Address	nbhp.marion@gmail.com
Application Method	To apply, please email cover letter and resume to Dr. Marion T. Coleman at nbhp.marion@gmail.com
Opening Date	September 18, 2017

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