



**JOB TITLE:** Executive Director **DATE:** Fall 2021

**REPORTING:** Board of Directors **STATUS:** Exempt Employee

### **THE OPPORTUNITY**

The Hawaii Association for Infant Mental Health (AIMH HI) is a rapidly growing toddler the field of infant and early childhood mental health here in Hawaii ready to take our next big step. AIMH-HI is the leading advocate for infant and early childhood mental health in Hawai'i. Our systems- based approach focuses on strengthening a system of care through targeted interventions that support the caregivers of our youngest keiki.

Having run programs for 10 years using a volunteer and consultant workforce we are excited to be hiring our first Executive Director. If you have passion for the well being of young children, their families and communities leading AIMH HI into our full potential is the way you can make a lasting impact.

### **THE IDEAL CANDIDATE**

The position requires a mission driven action-oriented, entrepreneurial person, with experience in the field of early childhood and nonprofit management who will guide our next stage of growth. Our ideal candidate would be adaptable and have an innovative approach to business development.

Secondly, early childhood mental health work is based on building strong relationships with the many partners both governmental and non-governmental in the field. The ability to work effectively in collaboration with diverse groups of people is a necessity for success. This requires both knowledge of the system of care and effective leadership skills, well-organized, experience in working in collaborative environments, and excellent communication skills.

Master's degree is preferred but can be waived based on years of nonprofit management experience.

### **RESPONSIBILITIES INCLUDE**

The Executive Director is responsible for assuring that all activities, staff and consultants of AIMH-HI meet the standards established by the governing board and that they are delivered within the approved budget.

- 1) Implementation of AIMH HI's Strategic Plan with an emphasis toward sustainability
- 2) Implementation of infant mental health competency and endorsement system
- 3) Participation in the interagency, collaborative development of state and local systems and the statewide Integrated Infant and Early Childhood Behavioral Health Plan
- 4) Provide administrative and fiscal oversight, including funding diversification
- 5) Develop a diversified membership, committee and donor base.

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

### **Leadership**

Experience in nonprofit organizational development administration, competence in fiscal management and an unwavering commitment to quality programs and data-driven program evaluation. Past success working with or on a Board of Directors and the ability to cultivate existing board member relationships.

- Maintain, support, and develop a strong governing board of directors and committee structure
- Ensure effective systems to track scaling progress, and regularly evaluate program components, so as to measure successes that can be effectively communicated to the board, funders, and other constituents.
- Begin to build collaborative partnerships in new markets, establishing relationships with the funders, and political and community leaders.

### **Implementation of Professional Development & Endorsement System**

- Foster statewide implementation of an infant mental health competency and endorsement system
- Must be Endorsed minimally at an Infant Family Associate after one year of employment and maintain endorsement
- Coordinate collaboration with interagency partners to build the use of AMHI HI's competency and endorsement system
- Develop quality programming to meet the professional development needs for staff of infant and early childhood and child mental health serving populations.

### **Fiscal Oversight**

- Ensure AIMH HI programs are operated within the approved budget
- Responsibly, effectively, and efficiently manage organizational resources
- Responsible for human resources policies, procedures and management
- Oversee accountant contract, ensure taxes and licensing are maintained
- Secure funding to sustain and expand the organization's mission

### **IECMH Public Awareness**

- Collaboratively develop a public awareness plan to promote recognition of the unique social and emotional needs of the target population and the benefits of optimal social and emotional development
- Oversee development and operation of the AIMH HI website, social media, and marketing materials
- Enhance membership services and donor growth

### **Working Conditions**

Hawaii resident or willing to relocate. Virtual and in person work required. Home office necessary as AIMH HI has no physical office at this time. Salary commensurate with experience.

Please send cover letter and resume to [Hide@aimhhi.org](mailto:Hide@aimhhi.org) by November 1, 2021 Website:aimhhi.com