



POSITION ANNOUNCEMENT
EXECUTIVE DIRECTOR
HAMM MEMORIAL PSYCHIATRIC CLINIC

Background: At Hamm Clinic, our providers and clients work together to set personal mental health and well-being goals and select the most effective treatment. Our Model of Care puts clients at the center. We want to help clients improve their psychological, physical, emotional, spiritual, and cultural health.

Established in 1954 as a nonprofit 501(c)3 organization, Hamm Clinic's mission is to promote mental health with culturally responsive, relational care for adults, especially for those facing financial barriers. With a new, state-of-the-art treatment and training facility in St. Paul, Hamm clinic is poised for renewed growth and sustainable success.

Hamm Clinic is seeking a highly experienced, energetic, and compassionate executive director to lead and grow our organization.

Position Responsibilities:

The Executive Director is the primary leader of Hamm Clinic with responsibility for the strategic direction, administration, and management of the clinic and its programs and services. Included in this role is financial reporting, day-to-day management of the agency, marketing, and oversight of the Hamm Clinic Leadership Team. This full-time position reports directly to the Board of Directors.

- Organizational Mission and Strategy
 - Ensures the implementation of Hamm Clinic programs consistent with the clinic's mission and based on the strategic direction determined by the board of directors.
 - Responsible for assuring that employment and administrative policies and procedures are in place that are legal and ethical.
 - Seeks out opportunities for community collaboration, participation in committees, etc., to increase the visibility of the clinic in the community. Serves as the key spokesperson for Hamm Clinic.
 - Ensures that staff members are educated about the strategic direction of the organization and that their work is reflective of those goals.

- Staff and Operations
 - Responsible to ensure the hiring, retention, and evaluation of competent and qualified staff. Included in this responsibility is ensuring that staff compensation and benefits are competitive and fair to all.
 - Provides supervision to members of the Leadership Team. Ensures that their training continues to enhance their professional development.
 - Responsible for the overall administration of Hamm Clinic operations.
 - Responsible for signing all notes, major contracts, and other documents made and entered into and on behalf of the organization.

- **Financial Management and Performance**
 - Ensures the financial integrity of the organization. Submits an annual budget to the board of directors for approval. Provides monthly financial statements to the board, with reporting as needed on areas for improvement and adjustment.
 - Ensures a robust fund development program for additional revenue, including grants and individual donors.
 - Responsible for fiscal management such that the operations are generally within the approved budget and maximum resource utilization.
- **Board Governance**
 - Works with the board in the fulfillment of the clinic's mission and strategic direction.
 - Ensures that the board receives timely reporting on strategic progress including program development and financial stability.
 - In coordination with the board chair, prepares the agenda and materials for the board meetings. Ensures that the board of directors has the information and reports needed to support sound decision making.
 - Advises the board on best practices as it relates to board governance and board/executive director partnerships.

Core Candidate Requirements: Hamm Clinic is committed to an integrated model of mental health care with a focus on psychotherapy within a multidisciplinary and collaborative community. Our goal is to do this work in a trauma-informed, anti-oppressive environment in which all identities are welcome and in which employees strive to maintain an intersectional lens in considering their own privilege and how that might impact their work. It is expected that all are dedicated to learning and supporting this model, as appropriate for their specific duties.

- **Education** A Master's Degree or above in psychology, social work, or psychiatry is desired.
- **Qualifications, Experience and Competencies**
 - Five years of senior leadership experience in a community mental health or human service organization.
 - Three to five years' executive director experience in a nonprofit organization, and a demonstrated ability to provide strategic and collaborative leadership.
 - Demonstrated experience in supervising staff.
 - History of successfully seeking additional revenue streams such as new programming or fund development.
 - Strong public speaking ability and excellent communications skills.
 - Knowledge of electronic billing and documentation requirements.
 - Proficient in Microsoft Outlook, Word, PowerPoint, Excel, SharePoint, and One Drive.

Compensation:

The annual starting salary range is \$135,000 to \$150,000, dependent on qualifications and years of experience, and includes participation in the organization's comprehensive benefits plan.

Applications are requested by 5:00 p.m., August 15, 2022

To apply, interested candidates should submit their application materials (including a resume and position-specific cover letter) to: Raeone Magnuson, Board Governance Chair @ 1072 Marshall Avenue, St. Paul, MN. or by email @ rlozcalzo@msn.com