



**NCIMHA's mission** is to promote mental health for children birth through age 5 and expectant parents by collaborating to strengthen early childhood systems and developing an effective and supported workforce

### Request for Application(s)

**The North Carolina Infant and Early Childhood Mental Health Association (NCIMHA) is seeking an Independent Contractor(s) for *Executive Director*.**

**Purpose:** The NCIMHA Executive Director will lead the organization's efforts to realize its mission, through collaborative, capacity-building efforts, coordinating the management of the organization's activities. The Executive Director will engage with an active Board of Directors and the NC Infant Mental Health Endorsement Program Statewide Coordinator to build organizational infrastructure, manage communications, and ensure continuous fidelity to the values of NCIMHA. The Executive Director will provide leadership in statewide cross-sector collaborations in support of a diverse workforce of professionals who work with and on behalf of all young children's social-emotional development and mental health.

\*NCIMHA has received funding to implement and staff the statewide Infant Mental Health Endorsement (IMH-E®) program through a license from the [Alliance for the Advancement of Infant Mental Health](#) (Alliance).

\*NCIMHA is committed to demonstrating our commitment to the [Diversity-Informed Tenets for Working with Infants, Children, and Families](#).

Qualifications:

The Executive Director will be thoroughly committed to NCIMHA's mission. All candidates should have proven leadership, training/coaching, and relationship management experience. Specific qualifications include:

- Bachelor's degree in related field, Master's degree preferred.
- A minimum of 5 years' experience in project/program management and administration, preferably within a non-profit (501c3) organization.
- A minimum 3 years' experience and training related to infant/early childhood mental health/social-emotional development.
- A minimum of 2 years' experience with communications, public relations, and fundraising
- A minimum 2 years' experience providing workforce development/training and coaching.

Ideal candidates will also demonstrate:

- Knowledge of North Carolina systems, organizations, and programs that serve young children and families
- Excellent communication skills, both written and verbal, with experience in providing effective

presentations

- Commitment to diversity-informed practice and cultural responsiveness
- A mindset and approach to the work that is intentionally reflective and collaborative
- Proficient computer skills including MS Office applications such as word processing, email, and spreadsheets, Google Workspace, website tools (e.g., Wild Apricot), recordkeeping, database management, etc.
- Human relations skills and the ability to work with diverse populations respectfully and in a culturally and linguistically appropriate manner
- Knowledge of non-profit organizational structures and obligations
- Excellent time management and planning skills
- Skills in coalition-building, project management, grants management, and program evaluation

Responsibilities:

- Manage grant deliverables and reporting
- Seek grant and funding opportunities, including funding for this position following 12/2022.
- Partner with the Endorsement Program Statewide Coordinator in the development of on-going communication strategies to inform professionals and other constituents about the IMH-E<sup>®</sup> program
- Manage and develop NCIMHA Membership
- Oversee and develop fiscal and capacity building activities of the organization
- Provide monthly, quarterly, and annual reports on contract and performance deliverables
- Assist in convening, recording, and facilitating meetings with Board members, State Advisory Committee, and/or state funders
- Manage the activities needed to support both ongoing and annual conference professional development activities in service of the Endorsement and Competencies.
- Maintain marketing and communications systems, both internal and external.

This contract is for January 2022 through December 2022, with the intention that it continues beyond 12/22 as funding permits. The compensation range for the role is \$35-\$50 per hour for an expected 30-40 hours per week.

To apply, please provide a one-page cover letter, including specific qualifications, a resume, and a list of 3 professional references to the NCIMHA at [info@ncimha.org](mailto:info@ncimha.org). This contract position is available immediately.

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