

ROCKBRIDGE AREA COMMUNITY SERVICES

Executive Director

Rockbridge Area Community Services (RACS), which provides community-based services for individuals with mental health, developmental and substance use disorders, is seeking a dynamic, highly-qualified professional to serve as its Executive Director. RACS is located in the historic Shenandoah Valley of Virginia and serves the counties of Bath and Rockbridge and the cities of Lexington and Buena Vista. The area includes Virginia Military Institute, Washington and Lee University, and Southern Virginia University. It is also home to the Virginia Horse Center Foundation which is regarded as state of the art by equestrians the world over. The area is known for its excellent hiking, camping, kayaking, canoeing, skiing, and many outdoor sports.

RACS has an operating budget of \$7.4 million and employs 107 staff. The Executive Director is employed under an annually renewable contract and is directly accountable and responsible to the RACS Board of Directors and provides overall leadership and professional direction of its mental health, developmental and substance use disorder services and all administrative operations. The Executive Director shall maintain a fixed, permanent, and primary residence within the area served by Rockbridge Area Community Services Board during their tenure.

QUALIFICATIONS: Applicants must have demonstrated knowledge, skills, abilities, and experience in the following areas.

1. **Education:** An undergraduate degree from an accredited college or university in social work, psychology, rehabilitation counseling, or another human services-related field or in business, public, or hospital or healthcare administration or another management-related field is required, and comparable related experience may substitute for education, but a graduate degree is preferred.
2. **Board of Directors Experience:** Some (e.g., two- five years) experience in reporting directly to a Board of Directors or other governing body structure that has policy, operational, and fiduciary responsibilities or to the person who reports to the Board of Directors is a preferred requirement and considerable (e.g., six-10 years) experience in reporting directly to a Board of Directors composed of citizen members that has policy, operational, and fiduciary responsibilities and hires its Executive Director who serves at the pleasure of the boards is preferred.
3. **CSB Type Experience:** Some knowledge of mental health, developmental and substance use disorder programs and services is required, and considerable knowledge of these services and ability to provide clinical and programmatic oversight is preferred. Some knowledge of the concepts of and experience in applying the concepts of recovery, self-determination, person-centered planning as they relate to mental health, developmental and substance use disorder services and the provision of services to individuals with co-occurring disorders is preferred. Some experience in providing mental health, developmental and substance use disorder services is required with administrative and supervisory experience preferred. Some knowledge of planning, evaluation, and quality improvement methodologies and human rights requirements and issues is required, and considerable knowledge is preferred. Ability to plan and implement services and related procedures and evaluate their effectiveness is required, and the ability to provide clinical or programmatic oversight of mental health, developmental and substance use disorder services is preferred.
4. **Working with Government Agencies or “Constituent Relationships” & “Collaborative Relationships”:** Ability to develop and maintain collaborative and supportive relationships with a broad range of constituents, including individuals receiving services, family members, federal, state and local officials and advocacy groups is required. Some (e.g., two- five years) experience in working with a broad range of constituents including individuals, family members, and advocacy groups in the mental health, developmental and substance use disorder services or a similar human services field is required.

Ability to interpret, communicate, and administer current federal and state laws, regulations, and policies that apply to mental health, developmental and substance use disorder services is required. Ability to communicate persuasively and concisely, orally, in writing, and electronically, with a broad range of individuals, groups, and organizations and to develop and maintain collaborative and supportive relationships with federal, state, and local government officials, individuals receiving services and family members, and advocacy groups is required.

5. **Human Resources Experience or Administration & Management:** Considerable knowledge of the principles and practices of human services administration, business administration, or government program administration and of human resources management and financial management, including budgeting, resource allocation, contract management, monitoring, and auditing is required. Demonstrated experience in human resources management and financial management, including budgeting, resource allocation, contract negotiation and administration, budget monitoring and auditing is required. Demonstrated ability to engage in logical, analytical, and rational thinking and to use automated data and information to make decisions. Demonstrated ability to work independently, set and achieve realistic goals, solve problems creatively, and mediate disputes effectively.
6. **Budget Experience:** Skill in formulating policies, developing and administering budgets, negotiating and administering contracts, formulating program plans with goals and objectives, preparing and presenting reports and budget requests, and conducting effective community and public relations is required. Demonstrated skill in seeking grants and other alternate funding sources is preferred.
7. **Leadership:** Considerable (e.g., six-10 years) experience in leading public or private organizations similar to RACS, including experience at smaller similar or comparable organizations or smaller units in larger organizations is required and extensive (e.g., more than 10 years) is preferred. Ability to provide effective leadership, inspiring others by example to achieve the mission and vision of the organization, supervise and elicit superior performance from senior managers and administrators, and maintain high levels of employee engagement within the agency is required. Ability to respond to changing circumstances, to manage organizational and financial risk, and to adapt during periods of transition and uncertainty is required.

TO APPLY: Please visit our website at www.racsb.org for information on services provided. The application and a complete advertisement and job description are available at www.racsb.org. Applicants are asked to submit a completed RACS employment application including a detailed resume and a cover letter outlining their interest in and qualifications for this position to hrdept@racsb.org or call 540-462-6601 or to HR Department, RACS, 241 Greenhouse Road, Lexington, VA 24450. The salary for this position is commensurate with knowledge and experience. RACS provides an attractive benefits package, including participation in the Virginia Retirement System. The Executive Director shall maintain a fixed, permanent, and primary residence within the area served by Rockbridge Area Community Services Board during their tenure.

*Equal Opportunity/Affirmative Action Employer
Drug-Free & Tobacco-Free Workplace*

DEADLINE TO APPLY: Open until filled.