

**National Association of County Behavioral Health and Developmental Disability Directors  
(NACBHDD)  
Position Description  
President and Chief Executive Officer**

***POSITION SUMMARY:*** The President and Chief Executive Officer is responsible for ensuring that NACBHDD serves the needs and interests of the membership pursuant to the organization's bylaws and as directed by the Executive Committee, which is the primary policy-setting body of the organization.

***POSITION RESPONSIBILITIES:***

The President and Chief Executive Officer provides strategic leadership for the organization by working with the Executive Committee and Board of Directors to establish long-term and short-term goals and objectives.

The President and Chief Executive Officer plans, develops, implements, and directs organizational policies and procedures, programs, services, human resources and finances.

Responsibilities include, but are not limited to:

- Provides leadership and management to ensure that the mission and core values of the organization are put into practice.
- Assists the Board Chair, Executive Committee, Board and Officers in fulfilling their responsibilities to the organization.
- Main point of contact from the staff to the NACBHDD leadership.
- With the Board Chair, acts as chief spokesperson for the organization.
- With the Board Chair, ensures that relations with other organizations and entities are consistent with and advance the interests of NACBHDD and its members.
- Serves concurrently as Executive Director of the National Association for Rural Mental Health.
- Fosters a success-oriented, accountable environment within the organization.
- Promotes NACBHDD membership at various conferences and meetings.
- Ensures successful execution of NACBHDD initiatives by assisting county behavioral health and I/DD programs with translating their vision into results oriented operational plans, allocating and managing the organizational processes to accomplish those goals.
- Ensures counties' views are presented in the shaping of federal policy. NACBHDD policy positions, reflecting counties' principles on priority issues, guide the association's endeavors to influence laws and regulations affecting counties.
- Identifies counties best practices across a full range of policy issues and developing and implementing innovative solutions to public policy challenges.
- Directs the association's communication strategies and media and public information activities to help convey timely, in depth analysis and background information of NACBHDD positions and issues of interest to counties.

- Ensures development of the organizations financial, administrative, technical, and human resource capacities to accomplish the organization's mission and goals.
- Ensures the financial integrity of the organization through sound financial management practices, grant and contract administration, fundraising, investment management and budgeting.
- Oversees and is responsible for NACBHDD monthly e-publications including Under the Microscope, Headline DC, and the Monthly Newsletter.
- Oversees and is responsible for the annual NACBHDD Legislative and Policy Conference and three meetings of the Board each year.
- Oversees and is responsible for an annual program of technical assistance and training, principally through monthly webinars.
- Oversees and is responsible for special NACBHDD initiatives on Decarceration and on County Outcome and Performance Measures.

### Qualifications:

The President and Chief Executive Officer should be both a recognized public policy expert and a visionary and strategic leader who can work effectively at the intersection of federal and local public policy issues. He/she also should have demonstrated ability to work effectively in a bipartisan political environment and be effective leading the association's staff to meet the goals of the organization. The successful candidate must have a graduate degree, preferably in a behavioral health or related discipline and five or more years of senior management experience, preferably in a public policy environment.

Must have extensive experience in:

- Developing innovative public policy responses to changing policy challenges.
- Managing organizational activities, financial planning and fundraising.
- Accomplishing organization goals through delegated responsibility to senior management staff.
- Identifying and developing funding sources that are compatible with NACBHDD's political sensitivities and legal parameters.
- Developing and implementing county policy and management initiatives.
- Working through the legislative process to advance strategic bi-partisan advocacy efforts.
- Building coalitions among public and private sector organizations to advance common bi-partisan goals.
- Developing strategic plans for advocacy, budget and policy initiatives.
- Presenting the organizational viewpoints in various public forums.
- Consulting and providing technical assistance to organizational membership.
- Providing in-depth budget and financial analysis of policy issues.
- Writing, in the context of policy development and implementation.

Candidates are requested to submit applications electronically to the attention of Robert Sheehan at [nelson@nacbhd.org](mailto:nelson@nacbhd.org). A complete application will include a cover letter detailing the candidate's qualifications, a detailed resume, a writing sample prepared by the candidate, and at least three letters of reference supporting the candidate's qualifications to manage two national organizations with a focus on county behavioral health and intellectual/developmental disability programs.