The Project Director – Mental Health Fund (Project Director-MHF) is a permanent position with primary responsibility for oversight, technical assistance and monitoring of MHB-funded projects providing direct behavioral health services to adults. The position reports to the MHB Deputy Director.

The primary function of the Project Director-MHF is responsibility for implementation of assigned MHB community investment activities (grantmaking, partnerships, special initiatives and collaborations) so that funded projects attain MHB’s strategic goals consistent with statutory, regulatory and board policy requirements. The Project Director-MHF assists in implementing the Request for Proposal process that includes preparing materials for review teams including various combinations of Staff, External Consultants and Trustees, preparation of contracts to selected organizations and subsequent amendments as needed, processing of quarterly project and financial reports, monthly invoicing, and periodic site visits to assigned projects.

The Project Director must have the knowledge, skills and abilities required to monitor, provide technical assistance, and evaluate the effectiveness of a portfolio of MHB funded projects. The individual hired must be knowledgeable about human service delivery systems with extensive understanding of behavioral health services (including treatments of mental health conditions as well as substance use/misuse). The Project Director must possess a high level of initiative, work maturity and expertise.

**EXAMPLES OF RESPONSIBILITIES:**

**Grantmaking:**

- Review proposals and other relevant documents according to MHB’s Due Diligence process
- Assist in the development of contracts with funded projects; ensure all contracts, attachments and amendments conform with all legal and policy requirements
- Perform ongoing and periodic grantee performance reviews including:
  - ensuring funds are being used for the purpose stated in the contract
  - reviewing status reports according to MHB’s outcome framework
  - conducting site visits
  - maintaining records of correspondence, reports, contracts, and other official communication
  - issuing performance reports according to MHB’s outcome framework
- negotiating Plans for Corrective Action and other similar activities
- reporting irregularities immediately to the Deputy Director
- Ensure payment requests have sufficient documentation and are in compliance with the contracts and authorize payments
- Assure accuracy of payment and performance reports prepared for the MHB Trustees
- Provide technical assistance to funded projects as needed.

**Other Responsibilities:**

- Fulfill responsibilities of agency-wide projects or initiatives, as assigned, including:
  - planning and organizing
  - budget development
  - leadership development
  - fostering collaboration and consensus
  - facilitating communication, mediating problems and negotiating solutions
  - evaluation
  - maintain the vision and purpose of the special initiative or project
  - making public presentations
- Prepare routine or special reports on status of attainment of programmatic and financial investment goals/plans
- Fulfill the responsibilities of other agency-wide projects such as staffing committees, grant writing and public speaking, as assigned
- Become familiar with all laws, statutes and regulations relating to the purpose and operations of MHB and the Mental Health Fund
- Develop familiarity with the research and knowledge base and their practical applications
- Stay informed of emerging issues related to behavioral health
- Maintain and advance the vision, purpose and mission of the St. Louis Mental Health Board
- Attend local and out-of-town meetings, visit agencies, and perform other assignments requiring ongoing access to a private vehicle

**QUALIFICATIONS**

**Education:** Master’s degree in social work, counseling, public administration, psychology, or related field required

**Experience:** At least 2 years of experience in a private or government agency that makes grants or enters into contracts for services with agencies OR equivalent experience at a management level in an organization providing human services

**Abilities:**

- Knowledge of human services delivery systems, program evaluation and grant making/contracting process
• Exceptional oral and written communication skills  
• Familiarity with basic accounting principles and non-profit budgeting required  
• Proficiency in word processing, spreadsheets and accounting software required  
• Demonstrated history of working cooperatively and effectively with public officials and agency personnel  
• Knowledge of and commitment to results-oriented service delivery  
• Respect and appreciation for diversity  
• Objective decision-maker, free from solely personal preference or bias  
• Excellent judgment and ability to sensitively handle confidential information  

Other:  
• Valid driver’s license  
• Regular access to an insured vehicle  
• Ability to be autonomously mobile in visiting a variety of community settings  

ABOUT THE SAINT LOUIS MENTAL HEALTH BOARD  
Established in 1994, the Saint Louis Mental Health Board is an independent governmental taxing authority charged with collecting and distributing two separate tax funds (Community Mental Health Fund and Community Children’s Services Fund) for purposes consistent with Missouri State Statutes and approved by the voters. Our purpose is to improve the quality of life for City residents by investing in the provision of quality behavioral health and children’s services. MHB does not provide services directly, but makes grants and other funding available to area non-profits who provide direct services for City residents.  

Equal Opportunity Employer: MHB maintains a policy of non-discrimination in employment and complies with and supports all federal, state and local laws regarding discrimination in employment. Specifically, MHB does not discriminate in employment opportunities or practices on the basis of race, color, gender, religion, national origin, age, sexual orientation, citizenship status, pregnancy, mental or physical disability, veteran status, genetic information, or any other characteristic to the extent prohibited by Federal, state or local law.  

HOW TO APPLY  
Please email the following no later than April 20, 2018 as one attachment:  

• Cover letter,  
• Resume, and  
• Contact information of three professional references  

To STLMHB@STLMHB.COM