



Grateful Heart seeks an experienced leader to serve as our next part-time Executive Director

Grateful Heart Holistic Therapy Center seeks an experienced and collaborative Executive Director to lead our organization as we enter our 15th year in operation. Known for its unique and effective programs, the organization provides internship opportunities, clinical training and oversight, private practice development and opportunities for earning to more than 100 pre-licensed and licensed psychotherapists. Through this combination of our programs, we provide access both to affordable mental health services for many of our clients, as well as opportunities for professional development to early career clinicians eager to launch their own private practices as well as serve community needs.

The next Executive Director will bring a balance of strong financial skills with a public-service orientation, accessible people management skills, and an entrepreneurial spirit which will help the organization remain relevant in a changing field of telehealth and meet the increasing need to bring services to historically excluded people. In this part-time position, the E.D. will work with the part-time Clinical Director to help the organization respond to the demand for its services by refining operational systems, building partnerships, and developing new fundraising streams to ensure sustainable growth.

Grateful Heart's operational budget is \$800,000 which currently serves over 100 interns and recently licensed clinicians. For the past four years, the Clinical Director has also acted as the Executive Director to oversee a staff of 7. This E.D. position will return the organization to its previous model of a division of responsibilities, where the E.D. will oversee all business, operations, and administrative functions and the Clinical Director will oversee clinical functions and compliance. The E.D. and Clinical Director both report to the 6-member Board of Directors.

About Grateful Heart

Founded in 2006, Grateful Heart Holistic Therapy Center offers affordable psychotherapy (teletherapy and in-person) throughout the Greater Bay Area and California. We also offer affordable counseling, groups, and psycho-educational workshops to an average of 1,500 persons (individuals, couples, and families) annually. More than 100 clinicians have participated in Grateful Heart's program, successfully launching their practices as Marriage Family Therapists (MFTs), Licensed Clinical Social Workers (LCSWs), or Licensed Professional Counselors (LPCCs).

In addition, we offer a supportive private practice internship, allowing pre-licensed clinicians (AMFT/ASW/APCC) to earn an income, accrue hours towards licensure, and develop the clinical and entrepreneurial skills required for success in private practice. We provide the training, supervision, and



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administration so our Associates (aka Interns) who have graduated from master's level psychology programs can gain both the requisite clinical skills and knowledge to pursue licenses as marriage family therapists, licensed clinical social workers or licensed professional clinical counselors. Currently, 72 pre-licensed associates are affiliated with our program.

Executive Director Key Duties and Responsibilities (24 hrs/wk)

- **Strategic Business Development** - Works with the Board and Clinical Director to ensure that the organization has a long-range strategy that ensures the mission is fulfilled through programs, business development, and sustainable organizational structure. (35%)
 - oversee finance and administration
 - develop annual agency budget
 - In partnership with the Clinical Director, co-leads the development of strategic activities, including
 - individual donor fundraising
 - organizational marketing
 - partnership development
 - strategic decisions
- **Finance Management** - Leads the development of the budget and oversees annual financial planning and management to ensure a healthy balance of income, expenses, and operating reserve. (20%),
 - Approve A/P
 - Approve Payroll
 - Approve contracts
 - Review deposit and check log
- **Finance, Business, and Operations Management** - Develops and ensures operational excellence to support training, record-keeping, and communication between Board, Staff, and Associates. (15%)
 - database
 - regulatory compliance
 - contracts
- **HR (15%)**
 - ensures equitable mechanisms are in place for employee and regular feedback & evaluation
 - ensures HR compliance



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- **Develop new strategies for Institutional Fundraising** including research, applications, and fundraising (10%)
- **Board support and coordination** (5%)
 - partners with the Board to utilize the knowledge, skills, and experience of board members to fulfill the organization's mission
 - ensures the Board of Directors are fully informed about the organization's accomplishments and challenges
 - serves as the primary communication link between Board and staff

Required Skills, Qualities and Experience

A successful candidate is an experienced leader who will strengthen Grateful Heart's foundation and expertly lead the organization to explore new opportunities, while maintaining high quality programs. The ideal candidate will have the effective business and people skills to nurture a positive and collaborative work culture, with the commitment to foster an anti-racist culture. This position requires a unique ability to understand the daily management needs of the community while attending to the organization's larger strategic goals and opportunities. Skills, qualities and experience should include 3+ years of experience in the following areas:

- Strategic director-level experience leading a team in a nonprofit environment
- Progressive management experience, particularly with responsibility for
 - Team management and development
 - Proven experience managing a budget of at least \$800,000
 - Strong business operations management, including compliance with federal, state and local regulations
 - Leading an organization or team through significant changes with compassion and a strong business acumen
- Demonstrated ability to foster a positive work environment
- Experience working with a board of directors
- Successful fundraising experience
- Collaborative people skills including empathetic listening, honesty and transparency, clear communication and flexibility
- Strong writing skills
- Scale and elevate a mature organization to the next level by increasing visibility of programs and services through marketing efforts and advocacy



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Preferred, Qualities and Experience

- Direct experience raising funds from individual donors and overseeing institutional fundraising
- Clinical training and practice is a plus
- Management experience in a mental health org
- Experience working with an entirely remote workforce
- Experience building a business or developing a private practice
- Experience working collaboratively in a small team environment

Work Environment

Grateful Heart's administrative offices are 100% remote. However, it will be important for the Executive Director to be available during regular office hours each week. Bay Area residence preferred.

Compensation

Budgeted salary is \$72,000 24 hours/week, and includes 4 weeks paid time off

Process to Apply

- Submit a single PDF file including both your resume and a cover letter describing your interest in the position and relevant qualifications.
- Email to GratefulHeartExecutiveSearch@gmail.com
- **Applications will be accepted through July 12, 2022.** Early submissions are encouraged.
- Start date no later than Sept 2022 preferred.