**POSITION:** Chrysalis Executive Director

Chrysalis is a nonprofit agency that provides vocational and work-related services to persons in our community who have serious mental illnesses. The successful candidate will be a dynamic person who can do clinical work, clinical supervision, and provide top-level management to this midsize, established organization. The position has a one year probationary period and comes with a competitive salary and good benefits.

**JOB SUMMARY:**

The Executive Director of Chrysalis is responsible for providing leadership to achieve the agency’s overall mission and consumer recovery goals. S/he has primary responsibility for personnel, service delivery, program development, quality assurance, contract compliance, budget development and day-to-day operations of the program. S/he will coordinate with other community programs, and will assist in public policy development at an agency and system-wide level. S/he will provide direct clinical services, either by carrying a small caseload or by filling in for and working side by side other staff.

Other duties will include having a presence on countywide committees, and making presentations to policy makers. This Executive Director is accountable to the Chrysalis Board of Directors.

**QUALIFICATIONS:**

**Essential:**
- Bachelor’s degree in Social Work, Rehabilitation Counseling, or related field
- Relevant mental health clinical experience
- Strong commitment to improving the cultural competence of the agency as demonstrated by valuing difference/diversity; recognizing limitations in personal competencies and expertise; and having concrete ideas about how to improve cultural awareness, knowledge and skills of self and program staff
- Strong commitment to respecting consumers and having concrete ideas about how to improve the meaningful involvement and participation of consumers in the program’s services
- Understanding of the role and importance of work in the rehabilitation and recovery process

**Preferred:**
- Master’s degree
- Supervisory experience
- Experience in budget development and management, and in contract negotiation
- Experience designing or delivering vocational services
- Demonstrated success in fund raising or grant writing
RESPONSIBILITIES:

A. Management
1. Recruit, hire, supervise, and support program staff.
2. Promote staff development, provide timely feedback to staff about their performance, and seek feedback from project staff.
3. Coordinate and oversee the planning, development and operation of the program’s clinical services to continue to improve quality, accessibility, cultural competence and cost effectiveness.
4. Determine personnel decisions of promotion, disciplinary action, terminations and leaves of absence.
5. Initiate new programs and redesign services, as appropriate, to meet the changing needs of consumers and community.
6. Develop program strategies to continue to improve consumer involvement and participation in services.
7. Provide direct clinical services and provide coverage during program staff absence.
8. Develop program strategies to continue to improve the cultural competence of the staff and program.

B. Administration and Quality Assurance
1. Maintain compliance with all governing laws, regulations, and contracts.
2. Oversee staff compliance and provide staff consultation around Chrysalis policies.
3. Prepare required reports as needed.
4. Develop and oversee a system of documenting consumer goals, involvement, and outcomes.
5. Prepare and manage program’s day-to-day operating budget.
6. Facilitate program staff meetings.
7. Convey policies and Board decisions to program staff, and carry recommendations from staff to Board of Directors for changes in program direction, as appropriate.
8. Provide and/or make available continuing educational opportunities for staff.

C. Community Advocacy, Public Relations, and fund development
1. Represent Chrysalis’s mission to other agencies, funding sources and the general public.
2. Provide expertise about mental health and work-related issues to policy making and training events, as requested.
3. Provide leadership in local and state groups that are concerned about the needs of persons with mental health problems and issues of employment.
4. Coordinate and promote successful working relationships with other providers.
5. Work to increase Chrysalis’ presence in the community through public relations and marketing strategies.
6. Oversee financial management of agency; responsible for fund development, monitoring investments, initiating direct fundraising, and researching and submitting grant applications.

HOW TO APPLY: Send cover letter, resume, and application to Chrysalis, 1342 Dewey Ct., Madison, WI 53703. Applications can be downloaded from the Chrysalis website. Interviews will be held based on qualified resumes received beginning August 26, 2011 and may continue until the position is filled. For further information, call Lisa Karnes (Board Chair) at 608.512.6897.