



Executive Director (PT)

The Virginia Association for Infant Mental Health (VAIMH)

Who are we?

The Virginia Association for Infant Mental Health (vaimh.org) is an interdisciplinary, non-profit professional organization established to promote social emotional health and wellness in infants and young children through building awareness, promoting professional capacity, fostering partnerships, and supporting policies which are in the best interest of infants, young children, and their families. Through our affiliation with the **Alliance for the Advancement of Infant Mental Health** (allianceaimmh.org), we provide infant and early childhood professionals across Virginia the opportunity to become endorsed as Infant/Early Childhood Mental Health professionals. We support our members by providing ongoing professional development and networking opportunities.

VAIMH service providers/professionals work in a variety of settings to ensure that all infants, toddlers, and young children have opportunities for nurturing relationships essential for optimal growth and development. **This includes offering direct services to infants/young children and their families, supervising and training staff on IECMH principles and practices, consulting/collaborating with and educating community professionals/partners, advocating for or providing early intervention, clinical treatment, and/or therapeutic services, developing best practice policies, and/or teaching and conducting research in colleges and universities.** These activities reflect a commitment to values that are the bedrock of infant and early childhood mental health practices. We advocate for services that are supportive, affirming, strengths-based and designed to be respectful of the infant's and family's individuality, culture and ethnicity.

Position Background:

The Virginia Association for Infant Mental Health is looking for an experienced infant and early childhood mental health executive to help raise the Association's profile, grow its reach across the state, and broaden its impact outside the state to become a recognized national leader in the area of infant and early childhood education and mental health.

The ideal candidate is one who possesses a broad understanding of infant/early childhood mental health principles, policies, and the resources available in the State. An understanding of these components are necessary to advance VAIMH's role in this newly emerging area of mental health.

Position Summary:

The Executive Director acts as the principal officer of the Virginia Association for Infant Mental Health's Board of Directors and is responsible for the successful oversight, administration, management, and implementation of VAIMH's goals and objectives set by the Board of Directors. The Executive Director will report to the VAIMH Board of Directors and work with the Board to establish the Association's direction. The Executive Director is responsible for proactively fundraising, developing, and executing the strategic plans to achieve the Association's mission. **Responsibilities include:**

- Participate with the Board of Directors to revise the strategic plan, and execute the mission of the Association.
- Serve as chief liaison of VAIMH to the community representing the Association in such a way as to enhance the community profile and promote awareness of infant and early childhood mental health by leveraging community and political partnerships.
- Lead fundraising and development efforts for VAIMH to support the economic stability and sustainability of the Association.
- Lead marketing and communication strategies for VAIMH.
- Oversee all programs and event activities to ensure program objectives are met.
- Prepare and recommend annual plans and operating budgets to the Board for approval. Assure adherence to these plans, maintaining all organizational records, and provide the Board with periodic management reports, operating statements, and cost and program analyses.
- Manage the Association's administrative office including supervising personnel and providing fiscal oversight.
- Collaborate with both internal and external sources, including the Alliance for the Advancement of Infant Mental Health (the Alliance). Positions referenced in the following job description of ***Workforce Collaboration Director, Infant and Early Childhood State Coordinator***, and ***Infant/Early Childhood Mental Health Endorsement Coordinator*** are external collaborative partners and serve as a continuous resource.

Education and Experience Requirements:

- Resident of Virginia.
- Endorsement in Infant (IMH-E®) and/or Early Childhood Mental Health (ECMH-E®).

- Obtaining IMH-E® and/or ECMH-E® within 2 years of employment required.
- Master's Degree in Human Services, Social Work, Public Administration, Early Childhood, or a similarly related field preferred.
- Bachelor's Degree in Human Services, Social Work, Public Administration, Non-profit Administration, University Early Childhood, or a similarly related field required.
- 5 or more years of experience in an early childhood field.
- 5 or more years of successful non-profit management experience (includes organizational development, administration, systems development, fiscal management, and training needs for staff of infant and early childhood programs).
- Skilled relationship builder; comfortable interacting with elected officials, funders, volunteers, professional staff, and families.

Board Responsibilities:

- Work closely with the Board of Directors to develop the Strategic Plan and report regularly on the status.
- Provide Board Members with operational information, reports, council, and tools in support of the Association's growth and evolve its governance functions.
- Participate in and provide support concerning projects or issues identified by the Board.

Endorsement Responsibilities:

- Communicate with Virginia's IECMH Endorsement Coordinator (VCU) concerning Infant and Early Childhood Mental Health Endorsement applicants, counts, renewals, fees, policy/procedure changes announced by the Alliance, and the VAIMH website.
- Partner with the Workforce Collaboration Director (VCU) on professional development opportunities that meet Endorsement® Competencies.
- Serve as the official VAIMH member contact for the Alliance, which includes submitting annual reports on VAIMH's membership, applicant/endorsee demographics (supplied by the IECMH Endorsement Coordinator), and attending monthly Leadership meetings.
- Attend annual Alliance check-ins with the **Workforce Collaboration Director, Infant and Early Childhood State Coordinator, and Infant/Early Childhood Mental Health Endorsement Coordinator.**

Financial Responsibilities:

- Work with the Board of Directors to develop a fundraising plan that will include identifying and building financial relationships with private and public organizations and approaches for generating sources of revenue to sustain/support operations.

- Manage and ensure compliance with donations and requirements from private or public sources.
- Oversee the contract bookkeeper to provide guidance and oversight related to the processing of income and expenses, including VAIMH memberships.
- Communicate with the Workforce Collaboration Director (VCU) regarding financial matters as they relate to grant funding cycles, scholarships, Reflective Supervision Provider contracts, Broadening the Lens training, and costs associated with changes passed down from the Alliance.

Government and Public Relations Responsibilities:

- Maintain and enhance relationships and partnerships with VAIMH members.
- Act as a liaison between VAIMH and the community to promote public relations.
- Direct efforts with state elected officials concerning pending/proposed legislation.
- Direct efforts at influencing policy makers at the local, state, or federal level.
- Monitor policy initiatives across the national network of AIMH (Associations for Infant Mental Health) organizations.
- Serve as the key spokesperson and advocate for the VAIMH and its mission.
- Build awareness and support of the field across aligned professional disciplines and the public at large.
- Oversee the development and operation of the association's messaging (e.g., website, social media, and marketing material).

Salary and Position Information:

- This is a part-time, grant-funded position, averaging approximately 20 hours per week.
- Salary is dependent upon experience.
- Health insurance/benefits are not included in this package.
- Candidates should submit a cover letter with salary requirements and a resume or CV by September 29, 2023.
- Targeted hire date: November 1, 2023