



MAMH Director of Policy and Program Operations

The MAMH Director of Policy and Program Operations is a senior, experienced professional who will manage operations for a broad range of policy and program innovation projects at the Massachusetts Association for Mental Health (MAMH). The Director's work will be carried out to promote research initiatives, policy analysis, program development, and innovation implementation projects.

These policy studies and projects build on MAMH's long and successful history of identifying systemic gaps in the delivery of effective mental health services across the lifespan, developing and testing feasible solutions to address the gaps, and advocating for policy change to support successful implementation. To successfully conceive, secure funds, and execute these initiatives, MAMH needs sound, effective operations leadership provided by a professional with deep experience in public policy and operations management. We are seeking an experienced professional who can participate in policy discourse with the MAMH team and board and our funders and partners to ensure impact, while handling administrative and financial reporting required to ensure accountability.

The MAMH Director of Policy and Program Operations will work in close collaboration with the MAMH President and CEO, Director of Public Policy and Government Relations, and Director of Communications and Advancement to ensure that technical assistance activities are in alignment with MAMH policy, advocacy, and communications goals. The Director will work with the President and CEO and the Administrative and Financial Coordinator to ensure timely and responsive administrative and financial reporting to funders. As a key member of MAMH's senior leadership team, the Director of Programs and Program Operations will contribute to strategic and operational planning and implementation across the organization.

Principal Duties and Responsibilities

The MAMH Director of Policy and Program Operations will be a visible and articulate leader, in partnership with other members of the MAMH leadership team, to support and enhance MAMH's role as a behavioral health policy leader within Massachusetts and nationally. Core responsibilities for this position include:

- Manage work related to MAMH contracts and grants, including
 - Developing and implementing project work plans
 - Outlining staffing plans
 - Preparing project budgets and funder reports
 - Coordinating technical assistance and training events
- Provide operations management and support to policy research and program innovation project staff to ensure that projects finish on time and within budget
- Collaborate with MAMH staff leading communications and development work with stakeholders, funders, partners, and the MAMH Board
- Demonstrate knowledge of public behavioral health and public health system strengths and gaps, evidence-based best practices and emerging research related to behavioral health and public health, and key stakeholder communities at a state and national level

- Demonstrate an understanding of health, education, and social services systems and the ways in which they are relevant to behavioral health and wellness
- Represent MAMH as a knowledgeable, articulate, and effective collaborator in external meetings and with coalitions, advisory groups, and other forums
- Support targeted technical assistance, training, and evaluation initiatives to support innovation and practice transformation
- Contribute to identification and study of policy issues, supporting development of written products, such as issue briefs, fact sheets, program evaluation reports, and blog posts
- Identify opportunities to engage potential funders in programs and activities to support MAMH's mission, vision, and priorities
- Prepare and execute on grant applications, proposals, and other strategies to secure funding
- Present research and program findings to the MAMH Board of Directors, funders, and other stakeholders
- Plan and execute events including conferences, symposia, and stakeholder meetings
- Serve as primary liaison with MAMH's Community Board of Advisors, which supports MAMH's Governing Board of Directors and staff with policy and program guidance
- Other responsibilities, as requested by the MAMH President and CEO

Desired Candidate Qualifications

The ideal candidate will have the following qualifications:

- Demonstrated commitment to improving the lives of people with behavioral health conditions and their families, with an ability to articulate with conviction and clarity its importance to overall well being
- Vision for the delivery of excellent behavioral health care and a concrete understanding of the policies, resources, and commitment needed to achieve it
- A proven record of cross-system collaboration
- Knowledge of and experience with the unique social, emotional, and behavioral health needs of individuals across the age span
- Experience with program design, implementation, and evaluation in behavioral health
- Knowledge of and relationships with organizations and agencies engaged in activities related to behavioral health in the Commonwealth and at a national level
- Experience supervising talented staff
- Demonstrated expertise in budget development, spending analysis, and financial management
- Experience securing and managing contracts, grants, and other funding opportunities
- Exceptional interpersonal, written communication, and verbal communications skills
- Strong organizational skills

Preferred Education and Experience

- Minimum 7 years of relevant policy and program operations experience in behavioral health, social services, public policy, law, or other related field, or a sufficient combination of education and experience, including at least 3 years of experience in a leadership role
- Master's degree or doctorate in behavioral health, social policy, public policy, business, law, or other relevant field

Employment and Compensation

The Director of Policy and Program Operations is a full-time position reporting to the MAMH President and CEO. The position can be either fully in-person or hybrid, with an expectation that at least three days per week will be in-person at MAMH's Boston offices (50 Federal Street).

MAMH offers competitive compensation and excellent benefits, including affordable health, vision and dental insurance, generous levels of time off, 403(b) retirement savings plan with matching contribution, cost sharing on transportation, and professional development.

The salary range for this position is \$110,000 to \$150,000, commensurate with experience.

About the Massachusetts Association for Mental Health

MAMH is a nonprofit employer, promoting diversity and inclusion in our workplace. We are committed to and value equity and diversity in our workforce and in our work to end disparities for people who are at risk for or live with behavioral health conditions. We strongly encourage and welcome people of color, people with disabilities, those with personal experience related to a mental health condition, members of the LBGQT community and people with diverse life experiences and backgrounds to apply. We are an Equal Opportunity Employer.

Since 1913, MAMH has worked to improve understanding of mental health conditions and combat disparities in health services access. We envision a day when all individuals and families across the Commonwealth have the resources and opportunities they need to promote resilience and protect overall health. MAMH disseminates knowledge, convenes diverse stakeholders, and advocates for policy change.