

Executive Director

- White Plains, NY
- Full Time
- National Education Alliance for Borderline Personality Disorder
- Senior Executive

Executive Director

National Education Alliance for Borderline Personality Disorder

This is a telecommute/ remote position

New York

Organization and Mission

The mission of the National Education Alliance for Borderline Personality Disorder (NEABPD) is to provide education, raise public awareness and understanding, decrease stigma, promote research and enhance the quality of life of those affected by Borderline Personality Disorder.

NEABPD serves the Borderline Personality Disorder (BPD) community at large through building awareness and providing the most current information and research on the disorder. NEABPD serves professionals, persons in recovery, and families impacted by BPD.

NEABPD's main program is Family Connections™, a training program for families with a loved one dealing with BPD. The organization provides numerous other resources, for families and professionals, through its website. Notably, the U.S. Hudson Bay Foundation recently awarded NEABPD a large grant to create an online version of Family Connections™.

Since its founding in 2001, NEABPD's efforts have led to BPD Awareness Month (BPD is one of NAMI's priority populations), three book publications,

establishment of NEABPD in several other countries, conferences, a call-in series, and more.

All this has been accomplished by volunteers across the United States.

Position Summary

NEABPD is embarking on a growth plan to expand the domestic and international awareness and focus on Borderline Personality Disorder issues in our communities. To accomplish this goal, it is transitioning from an all-volunteer organization to one that includes professional staff. The Executive Director is responsible for providing overall administrative and management leadership. Reporting to the Board, s/he has the responsibility for the management of day to day operations, programs, and fundraising efforts.

This position offers the right person an opportunity to bring a new level of sophistication to the organization and increase NEABPD's adaptive, leadership, management, and operational capacities. The Executive Director will also be a resource for the Board of Directors as the organization builds out its infrastructure.

This position will work remotely from home and will include some travel to conferences and to community stakeholders and donors. Preferred candidate would reside in the greater New York area, but not exclusively for the right candidate.

Key Relationships

As the Executive Director for the organization, there are many relationships to cultivate and nurture: the Founder, the Board of Directors, part-time Family Connections™ staff, and other volunteers.

To successfully navigate these relationships, the chosen candidate will instill confidence with diverse stakeholders, honor the past while looking ahead, value each individual and the different ways they connect with and contribute to the success of NEABPD.

Principal Responsibilities

Leadership

- Provide organizational leadership in concert with the board of directors
- Promote commonality of purpose and vision
- Foster a culture of transparency within the organization and among community partners
- Establish a regular communication process with the board to ensure up to date information is shared in a timely manner

Fundraising

- Assure diverse revenue streams
- Cultivate and nurture new and existing donor relationships
- Identify, seek, and apply for grant funding from foundations and corporations
- Provide guidance to the board's development committee

Strategic Planning

- Work effectively and efficiently with the board of directors to implement the strategic plan
- Track progress toward goals
- Collaborate with the board to identify future strategic initiatives and implement plans toward sustainable growth

Board of Directors

- Coordinate board and committee meetings
- Collaborate with board leadership to ensure directors are fully informed of all governance issues
- Support the Secretary in communicating with the board
- Provide guidance related to building the board's leadership and governance capacities

Management and Operations

- Oversee the day-to-day management and operations of NEABPD
- Lead efforts to increase NEABPD's administrative and operational capacities
- Improve technology platforms for the organization
- Supervise part-time Family Connections™ staff
- Support the Education Committee and Family Connections™ to minimize the waitlist for families wanting to participate
- Assure compliance with all legal and regulatory requirements

Financial Management

- Responsible for developing and managing the budget
- Create and operationalize internal financial controls and practices
- Work with the Treasurer to ensure accurate and timely financial reporting
- Manage relationship with outside bookkeeper, etc.
- Coordinate appropriately to submit the IRS 990 Form

Communication

- Assure that NEABPD and the mission, programs, and services are presented consistently, and that there is a positive image internally and externally
- Maintain website and oversee other communication tools

Community Partnerships and Advocacy

- Communicate NEABPD's strategic direction and convey the organization's mission and vision to mental health community partners
- Promote NEABPD's goals and initiatives through advocacy work with legislators, regulatory agencies, and others in the public and private sectors

Program Development

- Assure the delivery of quality programs
- Develop methods and track data-driven program evaluation and outcomes
- Work with community partners to improve programs and services

Professional Skills and Qualifications

- Bachelor's degree required, Master's degree a plus
- Minimum 5 years of executive nonprofit experience; familiarity with the nonprofit mental health community
- Strong administrative and organizational abilities
- Active and proven fundraising experience; an understanding of nonprofit fundraising strategies and the importance of donor relations
- Demonstrated experience and skill in working with a nonprofit Board of Directors
- Demonstrated ability to develop, monitor, and sustain sound financial performance
- A management style that promotes teamwork, innovation, motivation, and builds consensus

- Strong interpersonal communication and presentation skills; ability to tailor messages to different stakeholders
- Demonstrated ability in advocacy and knowledge of legislative policy issues regarding mental health and specifically borderline personality disorders a plus
- Ability to motivate, influence, and manage a diverse array of volunteers
- Knowledge of technology and ability to appropriately introduce it into the organization; including familiarity with online giving techniques
- Ability to work productively in a remote working situation
- Experience working in an organization experiencing change and growth

Personal Attributes

- Connection to and passion for the mission
- Compassionate, able to understand the pain families experience and have empathy
- Self-starter, high energy, and highly motivated
- Effective at cultivating and nurturing interpersonal relationships
- Possess an assertive yet diplomatic manner in providing leadership
- Personal integrity, strong work ethic, problem-solving attitude, and excellent judgment
- Warmth and sense of humor
- Flexibility and openness
- Interest in and ability to work in an evolving organization
- Innovative and creative thinker
- Mental maturity and high-level emotional intelligence
- Excellent time management skills
- Thoughtful and calm

Travel

Ability and willingness to travel domestically and internationally.

Compensation

Compensation for this candidate will be competitive based on experience.

Application Process

To apply for this position, submit cover letter and resume to Stacey Ahner, NEABPD (smahner@gmail.com)

NEABPD is an Equal Opportunity Employer