

<b>Job Title</b>	<b>Managing Director, Center for School Behavioral Health</b>
<b>Employer/ Agency</b>	Mental Health America of Greater Houston, Inc.
<b>Job Description</b>	<p>Mental Health America of Greater Houston is seeking a Managing Director who will oversee and inform the daily work of the Center for School Behavioral Health (CSBH) across a diverse array of projects and components. The primary responsibility of this position is to enhance the internal organizational processes and infrastructure of the program.</p> <p>Responsibilities include but are not limited to</p> <ul style="list-style-type: none"> <li>• Providing for all CSBH staff a strong day-to-day presence—mentoring, coaching, and serving as an approachable sounding board and resource.</li> <li>• Translate existing multi-faceted program components into timelines, deliverables, and assignments.</li> <li>• Manage CSBH budget, monitoring expenditures and ensuring appropriate resource allocation</li> <li>• Manage the planning and implementation all aspects of the annual School Behavioral Health Conference, in conjunction with the volunteer conference committee.</li> <li>• Assist in the preparation of internal and external evaluative reports, in conjunction with evaluation specialist and development team, to ensure programmatic fidelity and stewardship of donors and funders.</li> <li>• Work closely with Communications Manager on public relations and marketing endeavors to advance knowledge of the CSBH and its mission.</li> <li>• Other duties needed to help drive our Vision, fulfill our Mission, and abide by our Organization's Values.</li> </ul>
<b>Qualifications</b>	Minimum requirements for this position include a bachelor's degree in management, business administration, or related field with knowledge, skills, and 5 years' supervisory experience preferably in education, mental health or nonprofit sector. Master's degree preferred. Operations experience a plus.
<b>Salary/Hours</b>	
<b>Employer/Agency</b>	Mental Health America of Greater Houston, Inc.
<b>Address</b>	2211 Norfolk, Suite 810

<b>City, State, Zip</b>	Houston, TX 77098
<b>Contact Person</b>	Judith Drummond
<b>Contact Title</b>	Accounting Manager
<b>Telephone Number</b>	No Phone Calls Please
<b>Fax Number</b>	
<b>Email Address</b>	careers@mhahouston.org
<b>Application Method</b>	Submit cover letter with salary expectations and resume to careers@mhahouston.org. Include "Managing Director" in Subject Line.
<b>Opening Date</b>	

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.

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