



**Job Code:** 8195  
**Grade:** 24  
**HCWR:** N

**Job Title**

Executive Director, Impact Fund & Community Services

**Department**

Behavioral Health

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

The Executive Director, Impact Fund & Community Services (Executive Director) directs the critical planning, oversight, and coordination of grant management strategies to advance capacity building for the Cook County Behavioral Health Authority (BHA). The Executive Director is accountable for providing leadership for interdepartmental activities in establishing an Impact Fund that would provide grants for critical behavioral health community initiatives. This position is responsible for establishing policies and operations regarding receiving, awarding, and monitoring grants related to the Impact Fund. Supports the BHA's goals, priorities, and grant requirements in compliance with local, state, and federal regulations. The Executive Director works to continuously improve the BHA grant operations and processes and advise on best grant awarding practices.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



**General Administrative Responsibilities**

*Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

**Typical Duties**

- Establishes and leads stewardship of Impact Fund grants, as directed
- Monitors processes and procedures to ensure compliance with contractual regulatory and accreditation entities
- Provides guidance to behavioral health grant management for future expansion and growth efforts
- Supports program development and implementation with a continued focus on enhancing behavioral health outreach
- Identifies gaps in access and services for behavioral health throughout Cook County and work to address these gaps through the Impact Fund
- Partners with CCH Leadership to collaborate and execute key initiatives to further the growth of behavioral health services for CCH and throughout the community
- Applies knowledge of BHA initiatives to identify, research and set strategies for tracking the successful implementation of grant funding
- Works with staff and key stakeholders to develop, implement and evaluate processes by which to assess the progress of Impact Fund granted programs
- Represents the BHA at external and partners functions to establish and deepen community relationships
- Plans grant cycles and deadlines in coordination with the Chief Behavioral Health Officer
- Collaborates with grant managers to communicate with grantees regarding grant agreements
- Identifies new funding opportunities to extend the life of the Impact Fund
- Ensures compliance with federal, state, and local regulations and standards as necessary
- Performs other duties as assigned

**Reporting Relationship**

Reports to the Chief Behavioral Health Officer

**Minimum Qualifications**

- Bachelor's Degree in Business Administration, Public Administration, Public Policy, Communications, or a related field from an accredited college or university



**Minimum Qualifications**

- Five (5) years of grant development and/or grant administration experience
- Three (3) years of leadership experience managing large grants
- Two (2) years of experience with public health institutions and initiatives
- Proficiency using Microsoft Office (Word, Outlook, Excel)

**Preferred Qualifications**

- Doctorate or Master's degree in behavioral health, healthcare, public health, public administration or related field from an accredited college or university
- Doctor of Medicine (MD) or Doctor of Osteopathy (DO) from an accredited medical school
- Knowledge of Microsoft Word, Outlook, Excel, Access
- Project and Program management experience
- Expertise in guiding teams through process efficiency and operational excellence
- Intermediate proficiency using Microsoft Office (Word, Outlook, Excel)

**Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge of how public sector organizations, nonprofits, and non-governmental (NGO) operate
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Demonstrate analytical and organizational, problem-solving, decision-making, critical thinking, and conflict management/resolution skills
- Excellent program development, management, and leadership skills
- Ability to implement a system for researching, writing, monitoring, reporting, and closing out grant opportunities
- Ability to prioritize, plan, and organize projects and tasks
- Attention to detail
- Demonstrated record of success in grant management
- Demonstrated track record of identifying and being awarded with new funding opportunities

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**