



## Executive Director

### Overview

The Wellness Collaborative of New York Independent Practice Association (WCNY-IPA) is a 501(c)(3) established as a network of peer run organizations across New York State. The IPA is currently supported by a portfolio of revenue streams. Mental Health Empowerment (MHEP) is the managing partner and holds the contract with the Office of Mental Health to continue to build the IPA infrastructure necessary to successfully sustain the IPA via managed care contracts.

**JOB DESCRIPTION:** The Executive Director is responsible for working jointly with the members and affiliates of WCNY-IPA to implement a statewide strategy that supports sustainable service development, standard processes, access to training, quality management, and network contracting. The primary duties will include oversight of all operations, functions and activities of the IPA to achieve the deliverables and reporting requirements of the Contract and to ensure streamlined and efficient communication, facilities planning and the advancement of a successful and sustainable MCO contracting strategy within agreed upon timeframes.

This is a full-time exempt position with an excellent benefits package. This may be a remote position, with required travel to MHEP's main office in Albany NY. The candidate must reside in New York State. Additional travel across NYS is required.

### Duties and Responsibilities

- Collaborate with the Board of Directors to develop, implement, and manage business plans and strategies to promote WCNY-IPA's sustainability goals.
- Develop and inspire a value-driven organizational culture and promote transparency and collaboration throughout the corporation.
- Identify, recruit, develop and retain a talented team of employees who can manage strategic business functions.
- Oversee compliance with policies and procedures, regulatory and legal requirements in every area of the organization's daily activity, including fostering development of short and long-term plans, policies, and guidelines.
- Identify potential risks and opportunities within the organization, provide solutions to resolve and protect business interests.
- Serve as the public face representing WCNY-IPA at various statewide and community meetings and forums.
- Develop and nurture relationships with WCNY-IPA partners, stakeholders, potential funders such as managed care organizations, state regulators and other relevant parties.
- Identify and develop a portfolio of revenue streams, including but not limited to Managed Care Organization contracts, state and federal grants and other contracts.
- Deepen and refine all aspects of communications—from web presence to external relations with partners and external authorities with the goal of creating a stronger brand.
- Ensure systems are in place to coordinate data collection, analysis and reporting in the form of tables, charts, graphs, slide decks and other formats with an eye toward continuous process improvement.
- Oversee the Continuous Quality Improvement process including what is expected to collect data that will tell them how they are doing in achieving the program objectives for service delivery, data

collection will be performed by each partner and then reported to the IPA for management, analysis, interpretation and reporting.

- Performs other duties as assigned including job related travel.

#### **Minimum Requirements and Qualifications**

- Bachelor's Degree in Business Administration, Health Care Administration or related field. A combination of education and progressive responsibilities and minimum of five years' experience in the health care field would be considered by the employer as appropriate to qualify for the position.
- Experience navigating, negotiating, and managing contracts with Managed Care Organizations.
- Proven leadership experience in other managerial positions.
- Significant experience developing successful strategies and plans.
- Proven success in grant writing and fundraising.
- Display an ability to work effectively with moderate to large size networks and executives across NYS.
- Strong working knowledge of corporate finance, metrics of performance and data collection.
- In-depth knowledge of corporate management, governance principles, and managerial best practices.
- Aptitude for analytical thinking, capable of creative solutions to solve problems thoroughly and rapidly.
- Ability to coordinate, collect and analyze various kinds of qualitative and quantitative data.
- Impeccable organizational skills and leadership abilities.
- Exceptional oral and written communication abilities and public speaking skills.

#### **Preferred Qualifications:**

- Master's Degree in Business Administration, Health Care Administration or related field. A combination of education and progressive responsibilities and minimum of three years' experience in the health care field would be considered by the employer as appropriate to qualify for the position.
- First-hand, personal experience using the mental health system and/or peer support.

#### **Equal Employment Opportunity Commitment**

MHEP is an affirmative action, equal opportunity employer. The agency is dedicated to the goal of building a culturally diverse and pluralistic staff committed to working in a multi-cultural environment, and strongly encourages applications from women, minorities, individuals with disabilities and protected veterans.

#### **To Apply**

To express interest in this position, please email, fax, or send resume, cover letter and salary requirements to:

Richard O'Connor  
Office Manager  
Mental Health Empowerment Project  
3 Atrium Dr. Ste. 205  
Albany, NY 12205  
Fax: 518.434.3823  
Email: roconnor@mhepinc.org

Resume must be received by: November 30, 2021