



**Job Description: Program Director - Nevada Association of Infant and Early Childhood Mental Health**

**Department: Supporting Early Education & Development (SEED)**

**Level: 6**

**Updated: 7/2022**

**Definition**

The Program Director will provide leadership for the development of the Nevada Association of Infant and Early Childhood Mental Health (NV-AIECMH). The creation and sustainability of the NV-AIECMH will ensure statewide, cross-system promotion of social and emotional competence and early relational health for all children birth through age five and their families. This position will initially involve development of an independent non-profit organization and will shift to operational and staff oversight. Position works closely with the Nevada Division of Child and Family Services (DCFS) to coordinate training, reflective supervision, and support IECMH endorsement cohorts. Position reports to the department director for administrative oversight.

**Supervision Exercised**

IECMH Consultants (future hires)

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**Duties**

- Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives. Contribute to the success of these areas
- Read, understand, and apply all agency and department policy and procedures set forth in the Agency Handbook and SEED Department Manual
- Provide leadership, oversight and partner guidance to develop the NV-AIECMH 501(c)3 nonprofit
- Work closely with the NV-AIECMH founding Board of Directors to define and implement strategic priorities with emphasis toward sustainability
- Work closely with national consultant to establish an independent, statewide 501(c)3 nonprofit
- Develop budget and conduct monthly fiscal monitoring
- Represent The Children's Cabinet and the NV-AIECMH with state decision makers, partner agencies, media, collaborations and partnerships
- Lead the engagement of the founding Board of Directors, staff, and supporters in furthering the mission of the NV-AIECMH
- Accountable for all operations of the NV-AIECMH including fiscal management, fundraising, programmatic implementation and success, organizational development, and staff supervision
- Coordination with DCFS and the Alliance for the Advancement of Infant Mental Health on endorsement activities and requirements
- Identify, collect and analyze data and research to present to varying stakeholder groups (funder, elected officials, agency leads, the IECMH workforce, families and providers)
- Responsibilities include development and leadership of the Association, overseeing programming, implementation of the endorsement program, administrative and fiscal oversight, and development of public awareness and funding diversification plans.

- Identify policy barriers and needed improvements throughout project implementation

### **Entry Level Qualifications**

#### **Knowledge of/Experience in**

- Leadership, inclusive of strategic planning and fund development aligned with accelerating organizational performance, impact, effectiveness and growth
- Nevada's early childhood systems and the current efforts and barriers to overcome in an effort to establish and expand NV-AIECMH
- Demonstrated commitment to diversity, equity and inclusion including the ability to effectively engage and support meaningful participation from impact populations
- Program management, including outcome measurement, tracking and reporting
- Strong, concise written and verbal communication skills a must
- Strong understanding of community needs and consensus building ability

#### **Ability to**

- Develop partnerships that effectively advance the state-level strategic agenda
- Provide guidance and support to programs staff and community partners in conjunction with strategic goals
- Identify, collect and analyze data and research to present to varying stakeholder groups (funders, elected officials, agency leads, IECMH workforce, families and providers)

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#### **Special Requirements**

- Minimum master's degree in human services, social work, early childhood, psychology, public administration or related field
- Five plus years of supervisory and administrative experience; to include supervision of staff, fiscal management, team and program development, quality assurance and performance evaluation

#### **License or Certification**

- Must possess a valid Nevada Driver's License, and have current insurance if using a personal vehicle for company work
- Requires travel in state and out of state for training, meetings and conferences
- Must have reliable transportation to get to and from work
- Able to pass complete background check

#### **Benefits**

- Eligible to receive Cabinet benefits for full-time staff.

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