



MULTIETHNIC ADVOCATES  
FOR CULTURAL COMPETENCE

## Job Posting

<b>Job Title:</b>	Executive Director
<b>Organization:</b>	Multiethnic Advocates for Cultural Competence, Inc. (MACC)
<b>City:</b> Columbus	<b>State:</b> Ohio
<b>Salary:</b>	Competitive
<b>Job Search Ends:</b>	When Filled
<b>Organizations'</b>	Website: <a href="http://maccinc.net">maccinc.net</a>
<b>How to Apply:</b>	Send cover letter and resume to <a href="mailto:maccadmin@maccinc.net">maccadmin@maccinc.net</a>

### Organization Description

MACC has the honor and privilege of serving the State of Ohio for the past 20 years. During that time, we have supported hundreds of organizations through thousands of trainings, and tens of thousands of hours, to empower them to create culturally competent working environments and offer more equitable service delivery options to their patients, clients, and other stakeholders. MACC has become the statewide leader for cultural competence training and education in the behavioral health sector; and we have expanded our services into the government, criminal justice, higher education healthcare, nonprofit, business sectors, in response to demand.

Moreover, the increasing social justice issues facing our state and nation have increased the need and request for our services, subject matter expertise, and partnership with faith based and civic organizations, also. We support our state and local agencies and administrations through partnerships and consultations.

### Position Overview

MACC is looking for an Executive Director to join our team and guide our organization forward by overseeing all operational, financial, and technical aspects of the organization.

The Executive Director will manage staff and volunteers, lead fundraising efforts, and maintain relationships with stakeholders. They will oversee fiscal management, develop policies and procedures, and ensure compliance with legal and regulatory requirements. The Executive Director is also responsible for collaborating with the board of directors, developing strategic plans, and representing the organization to the public. The role is to drive the organization's success and make a positive impact in the state of Ohio.

### Job Responsibilities

- Maintain an effective organizational team and motivate staff to accomplish objectives.
- Provide overall management for behavioral health programs.
- Review, analyze, maintain, communicate, and improve the policies related to the array of behavioral health services.
- Develop and monitor policies and procedures to meet compliance (State and Federal) accreditation requirements.

- Implement evidence-based practices for clinical quality assurance.
- Demonstrate measured outcomes to management and external stakeholders related to processes, marketing, and clinical effectiveness.
- Represent the agency to external stakeholders including other state agencies, provider groups and professional boards, demonstrating efficient knowledge of programs and services offered.
- Manage projects efficiently.
- Manage office hours and resources needs as it relates to program and agency functionality.
- Lead and participate in staff meetings as scheduled.
- Complete other responsibilities as assigned.
- Maintain awareness and knowledge of current cultural competence trends and issues in behavioral healthcare impact vulnerable and marginalized communities.

#### **Operational Leadership:**

- Create and communicate a compelling vision that motivates others; conveys the purpose and importance of the organizations' vision and mission; links department, team, and individual initiatives to those of the organization.
- Measures staff satisfaction with services and organizational performance and identifies areas for improvement.
- Maintain a constant focus on efforts to improve performance, quality, and efficiency of work processes and services provided.
- Strive to consistently work closely with behavioral health providers to offer culturally competent support in their service delivery.
- Keep abreast of Ohio Revised Code / Ohio Administrative Code where MACC can be of support in providing training that improves cultural competence.
- Oversight of agency training and supervision

#### **Financial Performance:**

- Monitor utilization of service authorizations from contractors for professional service contracts.
- Compile and report weekly revenue by program.
- Audit and Report weekly payroll expenditures.
- Track budget and track quarterly financials.
- Monitor monthly purchase orders.
- Manage program expenditures to include salaries and operational expenses.
- Other ancillary financial performance tasks as needed.

#### **Knowledge, Skills, and Abilities:**

- Knowledge of how to provide leadership within the organization.
- Ability to read and implement regulatory standards and ensure staff are knowledgeable of this as well.
- Skills to communicate effectively with professionals verbally and in writing.
- Ability to effectively supervise direct staff.
- Ability to make sound decisions.
- Skill set to work as a leader.
- Ability to effectively review financials and make suggestions.
- Aware of current cultural competence issues and trends in behavioral health

#### **Education**

- Undergraduate degree in Social Work, Organizational Management, Public Administration, Behavioral Health, or Public Administration. A master's degree in any of these areas is highly desirable.
- Demonstrated awareness and knowledge of cultural competence in practice.

**Professional Qualifications:**

- A minimum of three years' experience of management/leadership
- Experience in the following areas: Social Work, Organizational Management, Public Administration, Behavioral Health, and/or Public Health
- Experience with working with Boards and Advisory committees.
- Excellent communication Skills
- Excellent working knowledge of behavioral health
- Ability to build and maintain relationships in the community as well as community resources.
- Critical thinking skills
- Preferred knowledge of financial reporting and budgeting
- Must have excellent working knowledge of computers and relevant computer programs such as excel, Word, and social media.