

MEADOWS
MENTAL HEALTH
POLICY INSTITUTE

Job Title: Chief of Staff for Justice and Health

Reports To: Executive Vice President for Justice and Health (EVPJH)

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as Chief of Staff for Justice and Health (Chief of Staff). The Chief of Staff will play a critical role in assisting the Executive Vice President of Justice and Health working collaboratively with both internal and external stakeholders in Texas and nationally. This is a highly strategic and facilitative position, requiring resourcefulness, autonomy, emotional intelligence, self-motivation, and complex analytical skills. It also includes operations and administrative support to the Executive Vice President for Justice and Health.

This role will be heavily involved in developing operational strategy and building the team necessary for success and growth. It is a remote, full-time position, and the preferred work location is in Texas or the Greater Washington DC area. National and statewide travel (up to 25%) is required, so proximity to a major airport is also preferred. This position may not be filled or performed in Colorado at this time. Some duties will require access to reliable personal transportation.

Responsibilities:

- Assist the EVPJH and leadership team to develop an infrastructure that supports efficient work practices and work flows. Evaluate current systems and processes for greatest effectiveness and efficiency as needed and implement changes as required.
- Assist the EVPJH with assessing resource demands, staffing needs, budget prioritization and resource management across the portfolio to ensure progress toward annual goals and program growth.
- Bring content expertise and input into policy findings concerning justice, public safety and health to ensure that projects reflect best practices, and meet performance outcomes at the state, regional, local, and national levels.
- Assist in the development of proposals: including completing applications, conducting relevant research, and tracking submissions.
- Assist the EVPJH with strategic growth, coordination of the execution of strategic initiatives, and identify cross functional collaboration and engagement across the Institute.
- Assist the EVPJH in being accountable for commitments to Institute staff, partners, funders, and other key stakeholders.

- Coordinate with other chiefs of staff and administrative/operations leads across the Institute to prioritize resources across tasks and projects for optimal performance.
- Coordination, orchestration, and completion of priority special projects on behalf of the EVPJH, as assigned, at the highest level of quality.
- Accompany the EVPJH to priority internal and external meetings as requested, as well as attending meetings on behalf of the EVPJH as directed.
- Execute operations and administrative tasks involving the EVPJH, including:
 - Planning/execution of large meetings,
 - Meeting scheduling, when needed
 - Processing of all forms and reimbursement protocols for EVPJH, and
 - Managing the scheduling and agenda development of team meetings.
 - Budget and revenue management
- Other duties as assigned.

Required Qualifications:

- Master's degree in Criminal Justice, Public Administration, Business, Social or Human Services, or related field (or comparable experience).
- 5-7 years of directly related professional experience in related role.
- Proven experience organizing and directing multiple teams and departments in informal leadership roles.
- Proven experience in growing/scaling organizational goals.
- Proven experience with business development (reviewing competitive proposals, reviewing and advancing contracts, etc.)
- Excellent budgeting and resource development and management experience.
- Excellent written and verbal communication skills involving complex, real-world issues.
- Excellent interpersonal and conflict management skills.
- Ability to work independently as well as collaboratively with colleagues. This includes overcoming geographic and other potential barriers to communicating with and making contributions to the team's work.
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines.
- Capacity to take initiative and think strategically, critically, and respond analytically.
- Conceptual, interpersonal, and task prioritization flexibility in working with emerging issues, topics, and approaches, including urgent and unexpected matters.

Eligibility Requirements:

- This is a remote, full-time position, and the preferred work location for this position is in Texas or Greater Washington DC. This position may not be filled or performed in Colorado at this time. Candidates located outside of Texas must be willing to travel frequently to Texas.
- Relocation assistance is not available.

- Successful candidates must show proof of eligibility to work in the United States.

To Apply:

Qualified applicants are encouraged to submit their resume and cover letter to:

careers@mmhpi.org

About Meadows Mental Health Policy Institute:

The Meadows Mental Health Policy Institute is a data-driven, nonpartisan, nonprofit organization that supports the implementation of policies and programs that help Texans obtain effective, efficient mental health care when and where they need it. The Institute's vision is for Texas to be the national leader in treating all people with mental health needs. For more information about the Meadows Institute, please visit: www.mmhpi.org.

The Meadows Mental Health Policy Institute is committed to equality of opportunity in all aspects of employment and provides full and equal employment opportunities to all employees and potential employees without regard to race, color, national origin, religion, gender (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, citizen status, veteran status, genetic information, or any other legally protected status.