

MEADOWS
MENTAL HEALTH
POLICY INSTITUTE

Job Title: Chief of Staff for the Chief Policy Officer

Reports To: Chief Policy Officer

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as Chief of Staff for the Chief Policy Officer. The Chief of Staff will support the work of the Chief Policy Officer and the Policy team more broadly, working with the Policy team to fulfill their commitments to the Meadows Institute's staff, partners, funders, and key stakeholders. This position may not be filled or performed in California, Colorado, Connecticut, District of Columbia, Hawaii, Illinois, Maryland, Minnesota, Montana, Nevada, New Jersey, New York, Rhode Island, Vermont, or Washington at this time. Statewide travel (up to 25%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:

- Assist the Chief Policy Officer with assessing resource demands, staffing needs, budget prioritization, and resource management across the Policy team's portfolios to ensure progress toward annual goals and program growth.
- Assist the Chief Policy Officer in being accountable for commitments to Meadows Institute's staff, partners, funders, and other key stakeholders in support of goals.
- Coordinate with other chiefs of staff and administrative leads across the Meadows Institute to prioritize resources across tasks and projects optimally to ensure progress towards the annual goals.
- Coordination, orchestration, and completion of priority special projects on behalf of the Chief Policy Officer, as assigned, at the highest level of quality.
- Accompany the Chief Policy Officer to priority internal and external meetings as requested, as well as attend meetings on behalf of the Chief Policy Officer as directed.
- Execute administrative tasks involving the Chief Policy Officer, including:
 - Planning/execution of large meetings,
 - Meeting scheduling,
 - Processing of all forms and reimbursement protocols for the Chief Policy Officer, and
 - Managing the scheduling and agenda development of team meetings.
- Other duties as assigned.

Required Qualifications:

- Master's degree in Business, Human Services, Public Health, or related field (or comparable experience).
- 5-7 years of directly related professional experience in related role.
- Excellent budgeting and resource development and management experience.
- Excellent written and verbal communication 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 think strategically, critically, and respond analytically.
- Flexibility in working with new issues, topics, and approaches.

Preferred Qualifications:

- 8 to 10 years of professional-level experience in related role.
- Subject matter knowledge in mental health policy and experience in government affairs.

Eligibility Requirements:

This position may not be filled or performed in California, Colorado, Connecticut, District of Columbia, Hawaii, Illinois, Maryland, Minnesota, Montana, Nevada, New Jersey, New York, Rhode Island, Vermont, or Washington at this time. Relocation assistance not available. Successful candidates must show proof of eligibility to work in the United States.

To Apply:

<https://recruiting.paylocity.com/recruiting/jobs/All/965ef422-eb7d-4193-831c-eb795c67a5b5/The-Meadows-Mental-Health-Policy-Institute-for-Tex>

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.