MEADOWS
MENTAL HEALTH
POLICY INSTITUTE

Job Title: Deputy Chief of Staff

Reports To: Chief of Staff to the Meadows Institute

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as Deputy Chief of Staff (Deputy). The Deputy will serve as an operations leader, providing support in aligning and operationalizing programmatic strategy, fundraising efforts, financial strategy and operational implementation. The Deputy will support the executive and their leadership team to shape programmatic strategy/portfolios and design cohesive workflows - building processes within the unit and across the larger organization. The Deputy will be expected to work collaboratively with staff, contractors, partner agencies, and stakeholders while remaining aligned with the mission and strategy of the organization. The preferred work location for this position is in Texas. 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 10%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:

- Assist the Meadows Institute's Chief of Staff (CoS) in operational execution & program management, strategy & planning, and financial management over the following Meadows Institute programs:
    - Adult Systems of Care
    - Children, Youth, and Families
    - Regional Initiatives
- Manage operational execution and program management for the CoS office, including:
    - Create tools and reference materials in preparation for internal and external meetings/commitments.
    - Support the CoS with resource allocation, staffing decisions and problem-solving.
    - Coordinate complex multi-program initiatives.
- Provide strategic thinking and planning support to the CoS, including:
    - Serve as strategic thought-partner to CoS on strategy, specific but not limited to moving from fragmented discreet projects to coherent, fundable portfolios that align with mission, staff capacity/capabilities.

    - Plan and facilitate on-going internal proposal coordination meeting. Build agenda and document and communicate next steps amongst all relevant stakeholders.
    - Create impact focused portfolio goals and strategies to support portfolio "fundability" and work with SVPs and teams to create cohesive concept papers, proposals and other collateral.
- Manage CoS office finances
    - Oversee budget work with the CoS to understand financial health of portfolios.
    - Serve as primary liaison between CoS, Program leadership and Sponsored Programs/Accounting on project budget development and on-going monitoring.
    - Manage annual portfolio/department budget process.
    - Serve as CoS' delegate in financial management systems including Bill.com, Fyle, and Vena.
- Support efforts to expand strategic intra-organizational partnerships and collaboration, including coordination of the Program Leads meeting.
- Ensure all CoS team issues are addressed properly, efficiently, and keep track of progress until resolved.
- Coordinate and/or support the execution of strategic initiatives.
- Assess inquiries for the CoS office and work with the CoS to determine proper courses of action.
- Bring content expertise to CoS projects to ensure they reflect best practices.
- Assist with additional activities to further the Meadows Institute's policy activities.
- Liaise with other staff on project efforts that span across the Meadows Institute.
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree in psychology, sociology, social work, public policy, or related field.
- 5 to 10 years of directly related, professional experience in related role.
- Excellent written and verbal communication skills.
- Ability to work independently as well as collaboratively with colleagues. This includes overcoming geographic and other potential hindrances 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.

Eligibility Requirements:

The preferred work location for this position is in Texas. 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.