

**Director of Mission Impact**



<b>Job Title:</b>	Director of Mission Impact	<b>Job Category:</b>	Salary
<b>Department/Group:</b>	Support Central	<b>Hiring Manager:</b>	Executive Director
<b>Location:</b>	24 Vernon St. Keene, NH	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	\$55,000/year	<b>Position Type:</b>	Full-Time
<b>HR Contact:</b>	Samantha Spielberg	<b>Date Posted:</b>	
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	

**Applications Accepted By:**

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**Job Description**

**ROLE**

The Director of Mission Impact will oversee, coordinate, and participate in the development of mission critical functions including, but not limited to: Intentional Peer Support Model compliance, DHHS Grant Compliance; training, and peer development; communication and marketing to expand MPS presence in the community; and annual financial development efforts.

**RESPONSIBILITIES**

**As PS Champion, you will:**

- Ensure that MPS employees and volunteers are fully trained in IPS standards and protocols.
- Ensure that MPS actions and approach comply with IPS standards and values.
- Ensure that all activities align with DHHS Grant Requirements.
- Lead program groups as assigned.
- Maintain knowledge of MPS programs and offerings and ensure that they are inclusive to all who seek peer support.
- Network with IPS colleagues from around the state and region to ensure leading edge application of IPS standards.
- Manage Member Suggestion Box
- Broaden our impact through collaboration with other community service agencies.
- Review and act on incident reports and submit to the state.

**As the Marketing and Communication specialist, you will:**

- Evaluate and develop marketing strategies to ensure those who need us are aware of the programs and services we offer.
- Build brand awareness in the region.
- Oversee social media marketing strategy and website.
- Analyzes target market information.
- Design and/or order of marketing materials.
- Participant Statistics reporting for DHHS
- Develop the Annual Report
- Monthly Newsletter

**As the Financial Development Specialist, you will:**

- Establish an annual financial development plan.
- Coordinate fundraising events as scheduled.
- Collaborate with senior staff members to develop growth plans for the organization.
- Oversee fundraising efforts including events, annual giving, grant writing, and major donors as needed.
- Coordinate community outreach including tabling and distribution of marketing materials.

- Serve as a member of the Support Central Team
- Project a positive image of the organization to employees, members, industry and community
- Maintain and promote an atmosphere of confidentiality.
- Maintain safe and clean work areas.
- Other jobs that function as assigned by the executive director.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Possess a minimum of a bachelor’s degree from an accredited Institution of Higher Learning or its equivalent in relevant experience – 3 years of work in the field equals 3 years of education.
- Proficient in word, excel, PowerPoint, Canva, Adobe suite, website management and social media platforms.
- Self-identify as having lived experience with mental health challenges, i.e., being a peer.
- Effective oral and written and communication skills.
- Possess knowledge, understanding, experience and sensitivity to the issues facing individuals with mental health challenges.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to model and practice Intentional Peer Support (IPS) by example and instruction.
- Ability to handle conflict and uncomfortable situations with professionalism.
- Ability to take initiative, be creative, flexible, and work independently and with a team.
- Ability to successfully pass a criminal background check.
- Has reliable Transportation to and from work.

**PREFERRED SKILLS**

- Three (3) years of personal and/or professional experience working in a clearly related field, such as mental healthcare, residential care, substance recovery facilitation, community aid, etc.
- Intentional Peer Support (IPS) training, Wellness Recovery Action Plan (WRAP) training, and Whole Health Action Management (WHAM) training

**ADDITIONAL NOTES**

BIPOC (Black, Indigenous, Person of Color) and LGBTQIA+ Individuals encouraged to apply. MPS is committed to cultivating and preserving a culture of inclusion and connectedness. We can grow and learn better together with a diverse team of employees. The collective sum of the individual differences, life experiences, knowledge, innovation, self-expression, and talent that our employees invest in their work represents part of our culture. Furthermore, this collective sum represents our reputation and that of MPS’s reputation, and achievement as well. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran’s status, religion, disability, sexual orientation, disability, and beliefs.

Candidate Acceptance:		Date:	
Hiring Manager Acceptance:		Date:	
Last Updated By:	Karen Richi and David Ports	Date/Time:	9/12/2023