

DRAFT FOR REVIEW PURPOSES ONLY

Alaska Mental Health Trust Authority Chief Executive Officer DRAFT 3/15/17

Category: Professional
Class Title: Chief Executive Officer
Reports to: Board of Trustees
Class Range: 28

Position Description:

Under general direction of the board of trustees and in partnership with the board, the Chief Executive Officer (CEO) is responsible for the oversight of the Alaska Mental Health Trust Authority (Trust). The board and the CEO work together to accomplish the Trust's mission and vision, and assure accountability of the Trust to its beneficiaries.

The board delegates responsibility for management of operations to the CEO who has the authority to carry out these responsibilities in accordance with the bylaws, direction, and policies established by the board. The CEO is responsible for oversight of the Trust Land Office (TLO), a unit within the Department of Natural Resources (DNR), pursuant to the Trust's bylaws and the current agreement between the Trust and DNR.

The CEO provides advice and counsel to the board as it carries out its statutory governance functions authorized under AS 47.30.026.

Key accountabilities

1. Mission, policy and planning
 - a) Works with the board and staff to implement the Trust's mission, communicate it effectively to staff, state agencies, and statutory advisory boards, and ensure the mission serves continuously as an inspiration and guide.
 - b) Keeps informed of factors and trends impacting the ability of the Trust to implement the Trust's mission and management of Trust assets.
 - c) Assists the board to monitor and evaluate the performance, effectiveness, and results of the Trust Authority and the Trust Land Office.
2. Management and administration
 - a) Develops programming, grant making and grant management strategies and systems that are effective and aligned with the Trust's vision/mission and ensure that such strategies and systems are implemented and evaluated.
 - b) Develops accountability standards and systems that track and report on the financial and administrative performance of the Trust Authority, the TLO and the assets managed by the Alaska Permanent Fund Corporation.
 - c) Provides oversight to the TLO as they develop real estate investment and land asset management strategies and systems that are effective and aligned with the Trust's vision/mission driven needs, and ensures that such strategies and systems are implemented.
 - d) Assures a work environment that recruits, retains and supports a high performing team.

3. Financial management

- a. Working with the Chief Financial Officer (CFO), oversees the financial management of the Trust including budgeting, reporting, auditing and maintaining effective internal controls for the protection of the Trust's asset.
- b. Provides recommendations to the board based on periodic review of Trust initiatives, financial reporting and asset management operations for conformance to board policies.
- c. Works with the board to ensure financial support of all Trust activities.

4. Governance

- a. Works with the board to continually evaluate its governance functions and documentation to effectively demonstrate proper implementation of board authority to accomplish the mission of the Trust.
- b. Facilitates board action on long-range strategic issues relative to the comprehensive integrated mental health program plan.
- c. Provides recommendations to the board with respect to public policy issues affecting the Trust and its beneficiaries.

5. Community relations

- a. Works with legislators, advisory boards, key state agencies, Alaska Native organizations, service providers, and beneficiaries to promote legislative and regulatory policies that ensure a comprehensive program is in place that will ultimately achieves the mission of the Trust.
- b. Serves as chief spokesperson of the Trust and assures proper representation of the Trust to relevant forums, stakeholder groups and the public.
- c. Initiates, develops and maintains cooperative relationships with key stakeholders.

Knowledge, Skills and Abilities:

Required:

Demonstrated experience with the Alaska or other state legislative process and intricate knowledge of state government organization and budgeting.

Knowledge of principles and procedures of management, supervision, business administration and budgeting.

Proven success in leading, managing and retaining a high performing team.

Experience in successful negotiation, mediation, and advocacy to address and constructively resolve complex problems and conflicts, handle unusual circumstances, and make proactive and sound decisions in the best interest of the Trust and its beneficiaries.

Experience in the field of philanthropy, not for profit management and/or governance, as well as community and public relations.

Proven skill in the development and maintenance of constructive working relationships with consumers, providers, family members, and agencies while advocating for Trust beneficiaries and seeking to resolve complex and potentially controversial issues.

Ability to communicate effectively with others, both verbally and in writing. Substantial experience in making formal and informal presentations to groups of various magnitude.

Ability to interact effectively with diversity and be respectful of a wide range of cultures, beliefs and experiences.

Ability to interact effectively with Alaskans with physical or mental illness or disability, their families or others acting on their behalf, and those providing services to beneficiaries.

The CEO is a systemic thinker who is beneficiary focused and results driven.

Preferred:

Understanding of state and federal laws, regulations, policies and programs relating to mental health and social services. This includes Alaska's statutes and regulations on the provision of mental health care, senior citizen abuse and neglect, assisted living, certification and licensing of long-term care personnel, advance directives, guardianship, and federal statutes and regulations on the Older Americans Act, Medicare, Medicaid, and Social Security.

Understanding of and ability to manage business and financial concepts necessary to oversee the management of the Trust's cash and land based assets. This includes investment analysis skills, awareness of the natural resource development process, an understanding of real estate investment and development and, generally, best business practices associated with financial and real estate investments.

Minimum qualifications

Bachelor's degree in business, management, finance, public administration, or related fields is required. Graduate degree preferred.

Minimum of 10 years in a senior management role of an organization such as a foundation, trust, private company or other autonomous or semi-autonomous organization.