



WellMama is seeking a new executive director. WellMama’s mission is to provide support, information, advocacy, and access to appropriate treatment to parents who may be suffering from perinatal mood or anxiety disorders as well as mental health conditions related to all reproductive health events. WellMama is dedicated to raising community awareness of perinatal mental health by providing education on prevention, universal screening, and appropriate treatment and resources to families and the professionals who serve them. Our values are as follows:

- Accurate information and support for the emotional challenges of pregnancy, birth, parenting, and parenting loss are matters of basic rights, social justice, and appropriate health care.
- Birthing, adoptive, foster, surrogate, and other parents and their families should never feel alone.
- Parents are never to blame for their depression, anxiety, or mood disorders, and they should receive understanding and compassion from their communities.
- Emotional support during pregnancy and after delivery are key to preventing the development of severe mood disorders, including postpartum depression.
- All families should have access to pregnancy and postpartum support services.

WellMama is financially sound and well positioned to support an Executive Director. This position is supported by an active Board of Directors and 20 dedicated volunteers. As our new executive director, you will champion our mission; cultivate a supportive, inclusive, equitable, and positive organizational culture for staff and volunteers; and serve as the primary face of our organization. You will also be in charge of ensuring the organization functions in an efficient and effective manner and continues to grow through fundraising and grants. The position of Executive Director will be a .75 FTE to 1.0 FTE position, to be negotiated with the successful candidate.

WellMama Executive Director Job Description

Job Purpose

The Executive Director is responsible for the successful leadership and management of WellMama, Inc. according to the strategic direction set by the Board of Directors.

Primary Duties and Responsibilities

The Executive Director performs the following, plus other related responsibilities:

Leadership

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization

- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization and its clientele
- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff/volunteers
- In addition to the President of the Board, act as a spokesperson for the organization and represent WellMama within the community

Operational planning and management

- Develop and implement efficiently an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure organizational operations meet the expectations of its clients, Board, and Funders
- Provide support to the Board by preparing supporting materials for each Board meeting agenda
- Identify and evaluate the risks to the organization's people (clients, staff, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure the Board of Directors and the organization carry appropriate and adequate insurance coverage, and that Board and staff understand the terms, conditions, and limitations of the insurance coverage

Program planning and management

- Ensure WellMama programs and services contribute to our mission; align with Board priorities; and meet the needs of the infertility, pregnancy, parenting, and parenting loss communities in Lane County
- Implement and monitor the effective and efficient delivery of services to our clients and education to the healthcare providers in Lane County
- Oversee the planning and implementation of fund raising and donor development events

Human resources planning and management

- Determine, oversee, and maintain staffing requirements for organizational management and program delivery
- Establish a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations, and with a goal toward ensuring diversity, equity, and inclusion in WellMama's functioning and programming
- Implement a performance management process for all staff that includes training and onboarding of new staff and volunteers, monitoring performance, conducting annual performance reviews, coaching and mentoring, and discipline or dismissal when appropriate

Financial planning and management

- Work with staff and the Board to prepare a comprehensive budget and secure adequate funding for the operation of the organization
- Research funding sources, oversee the development of fundraising plans, and write funding proposals to increase the funds of the organization; participate in fund raising events
- Develop donor base and manage donor relations in a manner that increases individual and corporate donations annually
- Administer the funds of the organization according to relevant laws and regulations and approved budget, including approving expenditures, ensuring sound accounting and tax withholding procedures, monitoring monthly cash flow, and reporting revenue and expenditures to the Board

Community relations/advocacy

- Communicate with stakeholders via multiple modes (e.g., social media, TV, radio, magazine, newspaper, in-person presentations) to keep them informed of the organization's work and to identify changes and needs in the communities served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve organizational goals
- Maintain the social media presence of the organization

Qualifications

Education and Experience

- 4-year college degree, preferably in a field related to the position
- 5 or more years of progressive management experience in a voluntary sector organization

Working Conditions

- Executive Director works a standard workweek, but additionally will sometimes work evenings and weekends, and hours to accommodate activities such as Board meetings and representing the organization at public events.
- Job may involve lifting boxes up to 20 lbs. and moving tables/chairs into place at events.

How to Apply:

Please e-mail as one attachment, in PDF format, to kristine.chadwick@wellmamaoregon.org:

- A cover letter of not more than 2 pages summarizing your qualifications to perform the primary job functions, your experience or knowledge of perinatal mood and anxiety disorders, and your familiarity with Lane County communities.
- Your resume

Applications will be reviewed on a rolling basis with position closing Tuesday, January 26, 2021, at 11:59 pm PT.

No phone calls please.

WellMama does not discriminate against any employee or applicant on the basis of race, color, religion, gender, gender expression, national origin, disability, political belief, marital status, age, sexual orientation, class, housing status, veteran status, physical size, or other legally protected status.

WellMama complies with all Equal Employment Opportunity and Americans with Disabilities Act laws and regulations in the areas of hiring, compensation, benefits, and job assignment.