



## EXECUTIVE DIRECTOR JOB ANNOUNCEMENT

*Consejo Counseling & Referral Service (Consejo) is excited to be searching for its next Executive Director. The new Executive Director is expected to provide exceptional leadership for the agency and will work to promote its vision for tomorrow. In support of this vision, the new Executive Director will help develop and drive operational, financial, and staffing plans that enable effective service delivery to Consejo's clients.*

### **ABOUT CONSEJO**

Consejo is an award-winning, community-based agency that has provided behavioral health services to Latino and other underserved communities in Washington State for more than 30 years. Consejo's mission is to *provide a continuum of behavioral health services to individuals and families across Washington to improve the quality of their lives and empower them to participate in their communities at their highest level of functioning.* Consejo has 100 employees, ten office locations, and an annual budget of \$6M. Each year, Consejo provides culturally and linguistically competent services to more than 5,000 clients.

Consejo's services for adults and children include:

- Mental health outpatient treatment
- Substance abuse and chemical dependency outpatient treatment
- Services to survivors of domestic violence
- Sexual assault program
- HIV/AIDS case management and prevention
- High-risk youth violence prevention and leadership development

Consejo also owns and manages two transitional housing facilities for female survivors of domestic violence and their children, and a permanent housing facility for previously homeless Latino adults who are living with chronic mental illness.

To learn more about Consejo, please visit the agency's website at [www.consejocounseling.org](http://www.consejocounseling.org).

### **THE POSITION**

By joining Consejo's team of dedicated staff and volunteers, the Executive Director will have the opportunity to influence the well-being of thousands of individuals, families and communities who are directly and indirectly affected by mental health issues, chemical dependency, HIV/AIDS, and violence, including domestic violence and sexual assault. The Executive Director will be a voice and the face of Consejo.

The Executive Director will be based at Consejo's headquarters in Seattle, and will spend time at all of Consejo's offices.

### **SUMMARY OF KEY RESPONSIBILITIES**

- Serve as the primary spokesperson for the agency. Communicate Consejo's mission to community leaders, supporters, staff, legislators, and other constituents.
- Build and maintain strong relationships with external stakeholders and partner organizations, particularly within Latino and other underserved communities across Washington State.
- Provide leadership and facilitate effective communication among Consejo's staff.
- Develop leadership and promote skill development within the organization.
- Oversee the financial performance of the agency.
- Engage relevant local, state and federal funding sources and secure necessary funding from blended sources to ensure the sustainability of Consejo's services.
- Develop annual budget of agency in partnership with the Finance Director and Board of Directors.

### **DESIRED QUALIFICATIONS**

- Visionary: demonstrate passion for Consejo's mission and client communities and an ability to provide clear vision for its future.
- Demonstrated leadership, management, strategic thinking, and organizational development skills.
- Proven financial management and financial leadership experience.
- Familiarity with relevant local, state, and federal funding sources.
- Experience developing and mentoring managers and leaders.
- Demonstrated commitment to serving Latinos or other underserved populations.
- Professional administrative experience in mental health, chemical dependency, domestic violence, or other relevant field.
- Public policy advocacy experience
- Knowledge and experience of culturally relevant service delivery models.
- Effective communication and listening skills.
- Master's degree (or higher) in relevant field.

### **COMPENSATION**

Consejo offers a competitive compensation package to the selected candidate. Benefits include a generous medical and dental coverage, life insurance, 401(k) contributions and leave time. Relocation negotiable.

### **APPLICATION PROCESS**

Please submit a resume, cover letter and contact information for at least three professional references. Submit your materials electronically in MS Word or PDF format, to the Executive Director Search Committee, EDSearch@Consejo-WA.org. Receipt of applications will be acknowledged.

Review of applications will begin on October 10, 2011. The position will remain open until filled.

If you have any questions, please contact Terri Vispo, Acting Executive Director, at [Terri@consejo-wa.org](mailto:Terri@consejo-wa.org).