



JOB LISTING

TITLE: Director of Special Projects
REPORTS TO: America Paredes, Chief Social Impact Officer
DEPARTMENT: Partnerships and Community Outreach
JOB CATEGORY: Full-time
FLSA STATUS: Exempt

JOB SUMMARY

The Director of Special Projects (DSP) manages a portfolio of Mental Health America (MHA) grant-funded initiatives ranging from multi-year programs to ad hoc projects. Collaborating with the Chief Social Impact Officer and Chief Marketing and Advancement Officer, the DSP will develop and oversee comprehensive project plans with a portfolio dashboard to achieve program goals.

Many projects include grant-making to other organizations and MHA affiliates. The DSP will support these grantee management tasks, including developing RFP/LOIs, managing the application process, ensuring compliance with all requirements, facilitating the review and selection process, and providing technical assistance and project management support to grantees and projects. The DSP will play a crucial role in developing an evaluation strategy and tracking for major programs.

Through these processes, the DSP will establish strong relationships with grantees and their communities, funders, and internal stakeholders to help support the Development and Partnerships teams.

This position would be an excellent fit for someone with a solid background in project management who loves thinking strategically about new projects and ways to make and measure impact. You will thrive if you are detail-oriented and proactive, love that each day will be different, and enjoy building relationships and working with teams to manage multiple priorities.

ESSENTIAL JOB FUNCTIONS & KEY OUTCOMES

Project & Program Management

- Develop and oversee project plans for a portfolio of grant-funded projects and programs, including one-year or multi-year programs.
- Serve as project manager and facilitate internal and external task management, ensure timely and complete deliverables, and facilitate cross-program/project communication through Slack, team meetings, reporting, etc.



Grant and Evaluation Manager

- Support MHA's grant-making efforts for projects and programs by designing, writing, and launching the RFP process, including establishing timelines, developing evaluation rubrics, and overseeing grantee communication.
- Develop program evaluation metrics and establish reporting processes to track and measure grantee effectiveness and holistic program impact, ensuring appropriate tools are in place to collect relevant data.
- Track grant input, outcome, and outputs and work with others to develop and present to funders in an engaging way that shares both raw data and human stories.

Relationship Building and Management

- Establish solid rapport with grantees through regular communications and technical support
- For larger programs, support grantees by helping share and establish other community partnerships
- Steward current funders with regular check-ins, reports, and meetings
- Cultivate new relationships to help grow funding, support grantees, and promote MHA

Advancing Diversity, Equity, and Inclusion

- Develop processes for grant-making that reduce barriers to funding for community-driven organizations that impact under-resourced and/or underserved communities
- Find opportunities to align strategic partners' DEI work with MHA and identify opportunities for deliverables to include equity content

Mental Health America is located in Alexandria, VA. This position is preferred to be local, with the option to work from home several days per week, though remote candidates are considered. There may be some travel for meetings and affiliate visits (up to 20% time). Employees must reside within the U.S. and be eligible to work in the U.S.

Salary Range

\$88,000-100,000

Benefits

Benefits include compensation commensurate with experience and all routine staff benefits, including health, dental, and vision coverage for the duration of the position. This position also offers a 401(k) plan with employer match, a professional development stipend, a personal development stipend, and up to 38 days of paid time off (including vacation, sick, and personal days).

To apply for this position, please send a cover letter and resume to jobs@mhanational.org. Please type "Director of Special Projects" in the email's subject line. No phone calls or emails, please. EOE.