



**URBAN JUSTICE CENTER MENTAL HEALTH PROJECT  
MANAGING DIRECTOR**

**DEADLINE FOR APPLICATIONS: July 16, 2018**

The Urban Justice Center Mental Health Project (MHP) seeks a dynamic individual with strong leadership skills and commitment to legal and mental health advocacy to serve as its next director.

MHP is dedicated to enforcing the rights of the most vulnerable low-income New Yorkers with serious mental health concerns through direct legal advocacy, community education, legislative advocacy, organizing and coalition building, and impact litigation. MHP's focus areas include disability benefits, health care advocacy, guardianship, discharge planning advocacy, and criminal justice system reform. We organize systems advocacy, reentry workshops, and monthly open mic nights for people with mental health concerns. MHP provides direct services to hundreds of New Yorkers each year, and its innovative class action lawsuits have advanced the rights of tens of thousands of individuals, both in New York and across the nation.

The Managing Director will become the leader of an experienced and highly dedicated interdisciplinary team of 20, composed of attorneys, social workers, legal advocates, and development staff. The new director will be coming into the project during an exciting time of strategic planning and will guide MHP in this process.

**Core Responsibilities:**

The Managing Director provides overall responsibility for the leadership and operation of MHP to ensure that it achieves its mission by providing high quality, client-centered, and anti-oppressive advocacy. This includes general administration and organizational development of the project, securing the project's stability through sound financial planning and management, and supporting MHP managers and staff. The Managing Director also represents MHP as a UJC managing director and works closely with UJC's Executive Office and other directors on UJC-wide matters, including coordination on fiscal, administrative, IT, and management issues.

Duties include:

- Lead staff in developing, refining, and implementing the goals and direction of the project;
- Support and develop group cohesion and maintain a respectful and equitable work environment for all staff;
- Directly supervise MHP managers and other staff as needed;

- Oversee staff training and professional development
- In collaboration with development staff, obtain and retain funding, through government contracts and/or foundation funding and direct contributions;
- Ensure appropriate data collection for grants/contracts reports and management, as well as prepare for and participate with audits of project contracts/grants;
- Represent the project and its goals, through traditional and social media outlets, coalition work, and outreach with elected officials and community leaders;
- Work closely with project staff and managers to support and develop systemic advocacy and impact litigation;
- Cultivate and maintain collaborative working relationships with other organizations involved in mental health advocacy and legal services, and participate in projects, coalitions, committees, etc. that address issues which fall within MHP's mission;
- Stay informed about policies and legal developments in the field, in order to ensure MHP's work is responsive to current trends;
- Participate actively as a member of the Urban Justice Center Executive Management Team, meeting regularly with other Managing Directors of the Urban Justice Center and the Executive Director, to ensure proper management of the Urban Justice Center, including serving on management bargaining committees and assisting with other union/management concerns;
- Support project-wide collaboration and camaraderie by leading and participating in trainings, dialogue and events.

### **Qualifications:**

The ideal candidate will be an energetic, dynamic and creative individual who has a passionate commitment to the project's work and possesses significant supervision, leadership and management skills, with the ability to relate effectively to a diverse group of clients and staff.

- J.D., M.P.A., M.S.W., Ph.D., and/or other relevant advanced degree, or at least ten years of comparable work experience;
- At least five years of experience in civil legal services, human rights, or mental health policy advocacy;
- Demonstrated experience and success in fundraising and grant-writing;
- Experience supervising interdisciplinary staff, as well as interfacing with and supervising other managerial staff;
- Excellent oral and written communication skills;
- Familiarity with principles of recovery, trauma, and harm reduction, and have a demonstrated capacity working within a human rights and anti-oppression framework.

### **Salary & Benefits:**

Salary is commensurate with education and experience. The Urban Justice Center offers a flexible work environment and a highly competitive benefits package that includes vacation, personal, and sick time; medical and dental coverage; vision and gym reimbursements; and a 401(k) plan.

**How to Apply:**

Evaluation of prospective candidates will begin immediately. Applications, including a resume, cover letter, and writing sample, should be sent to the MHP Hiring Committee, [mhp@urbanjustice.org](mailto:mhp@urbanjustice.org) with the subject line “Managing Director.” Electronic submission of materials is required.

In your cover letter, we encourage you to be open about your vision for advocacy alongside individuals with mental health concerns in the larger fight against oppression, while operating in the context of a non-profit legal services organization.

The Urban Justice Center is an equal opportunity employer. All qualified applicants will be afforded equal employment opportunities without discrimination because of race, religion/creed, color, national origin, sex, SOGIE, age, disability, military status, predisposing genetic characteristics, victim of domestic violence status, or marital status. People with lived experience of mental health concerns and/or criminal justice involvement are encouraged to apply.