



**Job Title:** Executive Coordinator to the President and Chief Executive Officer (CEO)

**Reports To:** President and CEO

**Position Summary:** The Meadows Mental Health Policy Institute (MMHPI) seeks a collaborative and strategic professional to serve as Executive Coordinator. The Executive Coordinator will support the work of the President and CEO and MMHPI Leadership. The Executive Coordinator will be expected to work collaboratively with staff, contractors, partner agencies, and stakeholders. The work location for this position is in Dallas, TX. Moderate statewide travel required: up to 30% (possibly more during the Legislative Session). Some duties may require access to reliable personal transportation.

### **Responsibilities**

- Provide executive-level support to the CEO with a high degree of initiative, judgement, and discretion;
- Develop and maintain a basic knowledge of all major initiatives of the Institute;
- Manage a complex schedule for the CEO and handle frequent reprioritizations that will often require independent decision making. Duties under this include:
  - Schedule appointments and meetings, coordinate resources, and assemble appropriate reference and back-up material for all meetings – including meetings set by the CEO;
  - Schedule CEO meetings with high-level leaders of other organizations, with the appropriate combination of assertiveness and deference;
  - Ensure the CEO is well prepared for meetings and other internal/external activities;
  - Coordinate travel arrangements: develop itineraries, book flights and hotel arrangements, reserve meeting facilities, and perform other necessary arrangements as needed – including travel scheduled by the CEO.
- Serve as a point of contact for the CEO;
- Proactively identify and exercise independent analysis and judgement in prioritizing situations requiring the CEO's attention;
- Track the CEO's project deadlines and needs, while also simultaneously meeting one's own deliverables;
- Accompany the CEO on business trips and travel to carry out duties assigned by CEO;
- Establish and maintain a strong working relationship with the Executive Administrator, who coordinates all communication and activities with the MMHPI Board of Directors,

and the Assistant Director of Administration, who provides oversight on administrative operations;

- Establish and maintain strong collaborative relationships with:
  - The Leadership and Design Team (LDT);
  - The Senior Director of Finance;
  - and MMHPI Staff.
- Other duties as assigned.

### **Required Qualifications**

- Bachelor of Arts degree, Bachelor of Science degree, or equivalent degree;
- 2 to 5 years of experience in complex coordination of activities, management, or comparable experience;
- Excellent written and verbal communication skills;
- Ability to work independently as well as collaboratively with colleagues. This includes overcoming geographic and other potential barriers to communicating with and making contributions to the team's work;
- Exceptional organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines;
- Ability to thrive in a fast paced and challenging environment;
- Capacity to think strategically, critically, and respond analytically;
- Ability to edit and format documents;
- Mastery of Microsoft Office suite;
- Flexibility in working with new issues, topics, and approaches.

### **Preferred Qualifications:**

- Master of Arts degree, Master of Science degree, or equivalent degree.

### **To Apply:**

Qualified applicants are encouraged to submit their resume and cover letter to [careers@texasstateofmind.org](mailto:careers@texasstateofmind.org).

### **About Meadows Mental Health Policy Institute**

The Meadows Mental Health Policy Institute is a non-partisan, nonprofit organization that provides trusted policy and program guidance that creates systemic changes so all Texans can obtain effective, efficient behavioral health care when and where they need it. The Institute's vision is for Texas to be the national leader in treating people with mental health needs. For more information about MMHPI, please visit: [www.texasstateofmind.org](http://www.texasstateofmind.org).

*The Meadows Mental Health Policy Institute is committed to equality of opportunity in all aspects of employment and provides full and equal employment opportunities to all employees*

*and potential employees without regard to race, color, national origin, religion, gender (including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, citizen status, veteran status, genetic information, or any other legally protected status.*