Melissa’s House is a 501(c)3 non-profit organization that is focused on the health and healing of individuals living with mental illness. Our focus is on a small, often ignored area of healing which is the environment in which we live. Our mission is to create comfortable, nurturing environments for individuals living with mental illness. By breathing new energy, strength and life into existing residences, we help to restore hope.

We believe environment plays a critical part in our mental health and how we heal. If our surroundings are bright, clean and comfortable, our outlook on life is more positive. Facilities in which those living with mental illness reside are often not able to be kept fresh and clean as funding is primarily allocated to direct care services. This leaves most facilities with outdated furniture, painting, flooring and the like. Those that live there, work there and visit there are left with an environment that is cold, dark and dreary. Our approach is to find every facility in Central Ohio and provide aesthetic makeovers that breathe new life into them and subsequently into the residents, visitors and workers as well. We do this by:

- Providing $25,000 - $50,000 grants to mental health living facilities (accompanied by specific designs and project plans) to upgrade the community living spaces within them.
- Working with local designers to determine the scope and design of each project at prices that are reflective of non-profit needs.
- Staying involved during the upgrade projects to ensure they are completed as defined in the grant agreement and in a timely manner.

**WE ARE HIRING AN ADMINISTRATIVE EXECUTIVE**

You are detail-oriented, attentive and focused. You are a self-starter who is independently productive and accountable to oneself.

You have a long history of proficient use of office software tools, donor management software and e-mail.

You can work effectively from a home office, communicate effectively to board members generally available at random hours, while meeting board established timelines.

You can communicate effectively to partner organizations, potential sponsors, volunteers, contacts within facilities we work with and the board.
You can manage groups of volunteers, delegate responsibility and hold them accountable.

You can use your network to find cost effective resources and partners to assist us in achieving our mission.

You are passionate and caring and you deeply want to have a positive impact on the world. You have a voice and opinions, a great sense of humor and can flourish in a non-traditional work environment without four walls and without many employees. You are a champion for social justice and have a passion for diversity, equity and inclusion.

You have a passion for improving mental health and understand the impact mental illness has on our community. You have a network of contacts within the mental health community.

**ADMINISTRATIVE EXECUTIVE RESPONSIBILITIES**

Your **RESPONSIBILITIES** for this part-time position will include, but are not limited to the following:

- Managing eTapestry donor database and communications
- Meet with housing project opportunities to determine viability
- Work with board and housing project coordinators to manage each project from beginning to end
- Work with marketing resources to manage the creation of all marketing materials required
- Manage and execute annual giving campaign
- Manage and direct the execution of annual fund-raising event and support any additional fundraising events
- Provide first line e-mail/phone communication to all outside entities (the voice of Melissa’s House)
- Provide administrative support to the MH Board
- Schedule and organize MH monthly board meetings
- Sign all notes, agreement and other instruments made and entered into by MH
- Maintain official records and documents and ensure compliance with Federal, State and Local regulations
- Entry and management of all financial transactions including deposits and withdrawals
- Manage incoming and outgoing mail
- Manage all donor communication

The **IMPACT** this person is expected to have in this role:

- Melissa’s House internal organization becomes an efficient operation with consistent reporting, donor outreach and financial clarity
• The board can rely on your influence to help provide clarity and continuity so that we are a well-oiled machine that knows where everything is and how everything is done
• External parties see you as bright ray of sunshine that represents Melissa’s House in a consistently positive light
• Your knowledge of our mission and goals allows you to be proactive and provide ideas and insight to the board
• Our donor database can easily be accessed and reported with consistent results
• MH has a digital-first approach toward engagement and technology, seeking first to maximize efficiencies and eliminate redundancy
• There is a consistent coordination and brand of communication activities within MH through the production of digital, print and audio/visual materials

The **COMPETENCIES** required of this role include:

• eTapestry
• Microsoft Excel (high proficiency), Power Point (high proficiency), Word (proficient)
• E-mail communication
• Donor Management
• Proficient in social media platform usage
• Project Management
• Marketing & Branding
• Digital Marketing Literacy
• Effective and Engaging Communicator
• Embracing and Managing Change
• Personal Accountability
• Work Autonomously

The **QUALIFICATIONS** of the role include:

• 5+ or more years of non-profit experience
• Communication Skills: Excellent writing, editing, presenting and verbal interpersonal communication skills.
• Excellent relationship building skills and ability to engage and influence a variety of diverse groups/individuals.
• Strategic thinking and planning skills.
• Strong management and change leadership experience. Ability to recruit, manage, lead and motivate the work of volunteers (and other staff).
• Strong organizational, analytical and problem-solving skills.
• Experience with and knowledge of the mental health community preferred but not required

Important **KEYNOTES** regarding this role include:

• Weekly time-tracking is required for payroll processing
- No health benefits are offered with this role
- No 401K or other retirement benefits are offered with this role
- No paid time off is available with this role
- This position reports directly to the President of the Board of Directors (or Executive Director, if one is in place)

To APPLY for this position:

- Please create a document letting us know why you are a great fit for this role. We want to know about your background, your relevant experience and your passion for our work – beyond what is listed on your resume.
- Please send the above and your resume to jeff.knupp@melissashouse.org with Administrative Executive in the subject line.