

**Position Profile**  
**Executive Director**  
**Mountain States Group, Inc.**  
Boise, Idaho

Mountain States Group, Inc. is seeking an entrepreneurial executive director to build on our exceptional 35-year record of providing health and human services within Idaho, the United States and internationally.

## **The Organization**

Mountain States Group, Inc. (MSG) was founded in 1974. Its mission is to promote citizen and community leadership in improving health and human services and to provide high quality direct services for diverse populations. All of MSG's programs work toward the common mission of people shaping their own lives and sharing in their communities.

## **Programs**

MSG provides an array of programs in six primary service categories. They include:

### Healthy Aging

- Foster Grandparents – an intergenerational mentorship program for senior volunteers to work with children of special or exceptional needs.
- Retired and Senior Volunteer Program – recruiting and placing senior volunteers who donate their time to schools, social service agencies, cultural institutions, local government offices and healthcare organizations.
- Services to Elderly Refugees – linking refugees 60 years and older to mainstream senior services and promoting development of capacity within local aging networks to meet the cultural and linguistic need of older refugees.

### Healthy Children & Families

- Idaho Kids Count – publishing the annual Kids Count Report on the wellbeing of Idaho children and supplying other data aimed at improving state policy that impacts children.
- Starting Points for Idaho Youth – improving health care coverage for Idaho youth through outreach.
- Nutrition Works – sponsoring program for the Child & Adult Care Food Program in southern Idaho, providing food reimbursement and nutrition training for licensed family childcare providers and childcare centers, feeding over 4,000 children per month with well-balanced, healthy meals and snacks.
- Early Head Start – supplying comprehensive health, social and educational services for infants, toddlers, and their families in two northern Idaho counties.
- Cover Idaho Kids Project – helping school nurses in rural Idaho school districts enroll uninsured children and teens in the Idaho Health Plan Coverage Program (formerly called the CHIP/Medicaid).

### Mental Health

- Idaho Office of Consumer & Family Affairs – encouraging persons with a mental illness, and their family members, to have a voice in how Idaho's mental health services by assisting with organizing and advocacy for recovery-focused services.
- Idaho Peer Specialist Program – the first in the State of Idaho, establishing an Idaho Peer Specialist Training and Certification Program and placing Certified Peer Specialists within the state's Regional Mental Health Programs.

- Mental Health Services – working with individuals with severe and persistent mental illness, offering targeted case management, psychosocial rehabilitation, clinical psychotherapy and medication management services.
- Home Recovery Team Pilot Program – providing individualized treatment and support to adults with mental illness who need short-term intervention to assist them in remaining stable in their homes.

### Rural Health

- Rural Hospital Performance Improvement – improving the financial, operational, and clinical performance of rural hospitals in an 8-state region of the Mississippi Delta by offering intensive consultation, technical assistance and training.
- Idaho Area Health Education Center – promoting careers in health care in underserved areas of Idaho and improving access to educational and technical assistance resources for healthcare providers in Idaho.
- Idaho Partnership for Hispanic Health – sponsoring a community based research project, funded by the National Institutes of Health, examining health disparities experienced by Idaho’s Hispanic community.

### Refugee Services

- Idaho Office for Refugees – administering the state’s federally funded refugee resettlement program by contracting with resettlement agencies in the state to assist refugees with becoming self-supporting and integrating into the U.S. In 2008, just under 1,200 refugees arrived in Idaho from 23 different countries, speaking 27 different languages.
- Agency for New Americans – offering direct resettlement services including case management, employment development and placement, support services, and community integration services.
- English Language Center – conducting English language training for newly arrived refugees to help them become self-sufficient.
- Global Gardens – Five community gardens and small farms offering opportunities for over 80 refugee families to grow produce for home consumption and sale at local markets and restaurants.
- Microenterprise Training and Assistance – providing loans, one-on-one consulting, business plan training and other resources to new Americans and other entrepreneur clients to start or expand a business in Idaho.
- ASSETS/IDA – offering a savings match program to help refugees save for a home, pursue post secondary education/training or start a small business.

### Public Health

- Idaho HIV Community Planning Coordination – assisting the Idaho Department of Health & Welfare in planning the state’s HIV/AIDS care and prevention services.
- Idaho Statewide Quality Management Committee – working with Idaho Department of Health & Welfare and other partners to develop and continually improve a quality continuum of care statewide that meets the identified needs of people living with HIV and AIDS.
- Boise Women’s Prison Project – reaching women at risk for HIV infection through training and small group sessions.

MSG is headquartered in Boise with offices in five other Idaho cities and Jacksonville, Florida. The organization is governed by a 9-member board of directors comprised of leaders from across the United States. MSG’s budget is \$12.3 million and comes from nearly 40 different funding sources including federal grants and contracts, fee-for-service, private foundation grants and corporate and individual contributions. Programs are provided directly from each office location; statewide in Idaho, many in rural areas; across the country in rural health services and in MSG’s history, even internationally with a focus ranging from labor/workforce development, drug prevention and most recently with the groundwork for a Bulgaria and U.S. University exchange program. Current staffing includes 115 positions. For more information visit the organization’s website at [www.mtnstatesgroup.org](http://www.mtnstatesgroup.org).

## **The Position**

The incoming executive director will succeed Hartzell Cobbs who has led MSG for the past 17 years. The new director will inherit an organization with a sterling reputation among its funders and the community, and an organization that is financially sound, with strong programs and a highly professional and entrepreneurial culture. MSG has a highly experienced management cadre, with the majority of the project directors having a decade or more tenure with the organization. To minimize overhead and keep the decision-making close to the ground, the 26 project directors have been given a high degree of autonomy but with accountability for the delivery of their program services.

The programs and their directors are supported by administrative team that includes the Executive Director, the Chief Financial Officer, the Office Manager and the Grant Writer, who also serves a strong program development role. The leadership culture at MSG can be best characterized as highly entrepreneurial, principle-based and program outcomes driven.

The incoming executive will be expected to maintain high levels of quality in the programs and services. The board is also interested in preserving the strong financial position, emphasis on fiscal integrity, the high-quality staff as well as the highly efficient management systems and culture.

In the longer-term, the board is interested in maintaining MSG's record of reasonable growth, ensuring organizational sustainability, and addressing the organizations physical space needs. Toward these ends, the board has identified the following near-term priorities for the next 12-18 months include: (not necessarily in priority order)

- Maintain MSG's mission and vision and establish leadership within the organization.
- Establish trust, develop relationships and connect with staff.
- Forge strong working relationships with the board, donors, key stakeholders and MSG's communities.
- Become familiar with the organization's structure and policies as well as the programs and projects MSG has in its current portfolio.
- Understand the current funding streams, develop opportunities currently in the pipeline and seek out new funding opportunities.
- Develop a plan to address the organization's physical space needs.

## **Key Responsibilities**

Reporting to the board of directors, the executive director has the following duties and responsibilities:

- Provide strategic, visionary leadership to the organization, its staff, programs and administration.
- Seek out and initiate new projects and assume ultimate authority and responsibility for all grants and contracts.
- Provide final approval on all project proposals and budgets.
- Support, supervise, hire and discharge the project directors and administrative staff.
- Provide information, counsel and support to the board of directors.
- Represent MSG to the public, foundations, government agencies and other stakeholders.
- Act as interim project director for programs where required.

## **Experience and Attributes**

Ideal candidates for this position will share MSG's commitment to promote citizen and community leadership in improving health and human services, the commitment to providing high quality direct services, and the mission of people shaping their own lives and sharing in their communities. He/she will bring a variety of experiences and attributes to MSG, including:

- A track record of strategic and visionary organizational leadership.
- Broad-based knowledge of public health and/or human services including multidisciplinary program experience.
- At least 10 years of management experience with at least five years at the senior management level, ideally in a nonprofit organization.
- Sophisticated leadership skills with the ability to lead a large, highly competent, independent team of professionals.
- An understanding of federal and state grants and contracts, and knowledge of federal health or social service policy.
- A Master's degree (or higher) in public health or related fields.

Salary will be competitive and commensurate with experience. MSG is an Equal Opportunity/Affirmative Action Employer.

### **Application Process**

To apply, email resume, cover letter and salary requirements to: [MSG@transitionguides.com](mailto:MSG@transitionguides.com).

For other inquiries, contact:

Don Tebbe or Ginna Goodenow  
TransitionGuides  
1751 Elton Rd, Suite 204  
Silver Spring, MD 20903  
Phone (301) 439-6635

**Resume reviews begin immediately.**