



## **JOB ANNOUNCEMENT**

### ***Project Director, Training and Technical Assistance***

#### **National Association of State Mental Health Program Directors (NASMHPD) Alexandria, VA**

**REPRESENTATION.** Founded in 1959, the National Association of State Mental Health Program Directors (NASMHPD) represents the **\$41 billion** public mental health service delivery system serving **7.5 million** people annually in all 50 states, 4 territories, and the District of Columbia. NASMHPD operates under a co-operative agreement with the National Governors Association and is the only national association to represent state mental health commissioners/directors and their agencies.

**DUTIES AND RESPONSIBILITIES.** Responsible for the day-to-day operation and management of all task order (TO) activities funded under the State Technical Assistance (TA) Contract (part of an umbrella project funded by the Substance Abuse and Mental Health Services Administration (SAMHSA).) Duties include: overseeing the planning, implementation, reporting, and evaluation phases of technical assistance and training events (TA/T); directing performance of TA/T programmatic work; recommending topics for national virtual training events and resource materials based on state and community needs; closely monitoring the budget and deliverables in compliance with contract specifications; working collaboratively with the prime vendor, federal funder, and other project partners/consultants; tracking milestones; participating in regular project management calls with prime vendor and federal funder; and producing regular programmatic reports for funding entities. The Project Director is also responsible for the overall coordination, writing, and submission of technical proposals in response to Requests for Task Order Proposals (RFTOPS) and Indefinite Delivery/Indefinite Quantity contracts (IDIQ). The Project Director manages the Early Intervention in Psychosis Virtual Resource Center and serves as an organizational point person on issues related to addressing early psychosis. The Project Director supervises the Sr. Public Health Advisor (PT), and the Training & Technical Assistance Advisor.

**QUALIFICATIONS.** Master's Degree or related experience and at least five years of management experience in a State, local, or Federal Behavioral Health or related agency with a focus on disabilities and vulnerable populations; current knowledge and experience with the public behavioral health system (mental health and substance abuse prevention/treatment/recovery services) and familiarity with the operations and key policy issues, especially consumer issues, service delivery, cultural competency, and recovery-oriented care; and knowledge of practices that support the prevention of behavioral health problems and the fostering of resilience.

Preferred candidate will have a record of sound achievements working with SAMHSA and/or other Federal, state and local funders on projects that impact the lives of persons with or at risk for behavioral health disorders and their families and communities. Knowledge and experience coordinating efforts related to advancing programming to address the needs of persons experiencing a first episode of psychosis (FEP).

Excellent writing skills, strong public speaking skills, and demonstrated knowledge and experience writing technical proposals in response to grant/contract funding announcements are all essential. The preferred candidate will have experience coordinating and writing responses to requests for proposals from Federal funders on behavioral health and related topics. Skills in planning and completing multiple complex tasks. Outstanding interpersonal skills, political acumen, and ability to work effectively as a team member essential. Thorough understanding of state behavioral health systems and the issues confronting these organizations at the national and state level.

Experience with quality assurance, fiscal monitoring, decision-making, addressing critical issues, monitoring progress, timeliness assurance, review of performance indicators, and planning in the development of TA/T mechanisms. Experience and knowledge of: effective technical assistance techniques used to foster quality-care in public behavioral health and related settings/systems (e.g., on-site consultation, training, development of training curricula, and virtual trainings via webinars or video conference); and an understanding of the comprehensive range of services and supports in the sectors of behavioral health, housing, employment, education, and other social service systems to address the needs of persons with or at risk for behavioral health disorders.

**EQUAL OPPORTUNITY EMPLOYER.** NASMHPD is an Equal Opportunity Employer. Minorities, women, persons with disabilities and veterans are encouraged to apply.

**APPLICATION PROCESS.** Interested applicants should submit a letter of interest indicating salary requirements and/or salary history and a resume to:

Kathy M. Parker, Director of Human Resources  
National Association of State Mental Health Program Directors (NASMHPD)  
66 Canal Center Plaza, Suite 302, Alexandria, VA 22314  
**Email:** [kathy.parker@nasmhpd.org](mailto:kathy.parker@nasmhpd.org)  
**Fax:** (703) 548-9517