



Vacancy: Executive Director/Chief Executive Officer

Company: Texas Panhandle Centers Behavioral & Developmental Health

Location: Amarillo, Texas

About TPC

Texas Panhandle Centers Behavioral and Developmental Health (TPC) provides quality behavioral and developmental health services to over 10,000 individuals each year. A local non-profit community center specializing in the treatment of and service delivery to individuals with behavioral and developmental health needs serving the upper 21 counties of the Texas Panhandle. The organization works with individuals and families, other community organizations, and providers to develop person-centered care.

The Role

Texas Panhandle Centers seeks an Executive Director/Chief Executive Officer (CEO), who will work collaboratively with the TPC Board and broader community to define and implement forward-looking strategies, build and strengthen partnerships and innovate programming in the communities it serves.

The ideal candidate will have a track record of collaborative leadership and vision as well as passion for community, experience in nonprofit and Board work. The Executive Director/Chief Executive Officer reports to the Board of Trustees.

The Executive Director/CEO is delegated from the Board of Trustees the authority and responsibility for the overall management of the Center. The Executive Director/CEO will provide strategic direction and leadership for TPC, ensuring alignment with its mission and goals. TPC's leader will work with the Board and key stakeholders to develop and implement a comprehensive and dynamic strategic plan that supports the organization's mission, growth and sustainability. The Executive Director/CEO will ensure that effective management operations, policies and procedures are instituted in compliance with local, state, and federal statutes and regulations. The Executive Director/CEO maintains an effective line of communication with the Board by meeting with the Board Chair as needed making both verbal and written reports at each monthly Board Meeting and meeting regularly with Board Committees for additional input about Center business. Key responsibilities include:

- Work collaboratively with the Board to define a forward-looking strategy, provide direction, leadership and coordination for programs and policies. The Executive Director will define the center's objectives and drive growth.
- Work with the Board of Trustees to operationalize a strategic plan, overseeing resource development and overall organizational wellness. The Executive Director keeps the Board fully informed on the condition of the organization and all factors influencing it.
- Participate in the recruitment and orientation of board members.
- Create comprehensive program and operational reports for Board meetings; maintain official Board records and ensure compliance with federal, state, and local regulations.

Fiscal Management & Compliance

- The Executive Director ensures the fiscal health of TPC, including appropriate investments, acquisitions, and development of the annual budget reflective of the organization's priorities and funding.
- Develop and prepare an annual budget and quarterly reports; maintain rigorous accountability standards for grant and budget tracking.
- Oversee fixed asset portfolio/buildings to assess and recommend renovations and purchases.
- The Executive Director oversees bookkeeping, accounting, and financial activities, as well as audits; and ensures that adequate funds are available for TPC's ongoing work.
- Assures TPC compliance accountability to the Board, funders, and regulatory bodies.
- Ensure compliance with appropriate federal and state regulatory and legislative requirements; ensure compliance on all grants received from private, local, state, and federal sources.
- Strengthen revenue, expanding public-private collaboration and developing other donors.

Key Selection Criteria

- Eight (8) years in a senior management leadership role in a community center, which may include: behavioral health, substance use disorder treatment, intellectual and developmental disability services or early childhood intervention, including five (5) years of supervisory experience in an executive leadership position involving administrative and consultative responsibility; and
- A bachelor's degree from an accredited institution, ideally in behavioral science, public health, or business administration. Master's degree preferred.
- This position requires advanced management skills, including, but not limited to leadership, program operations, budget, finance, human resources, and capital assets in a comparably complex nonprofit, behavioral health, or related organization.
- Experience in developing and implementing strategic plans that drive organizational impact.

- The Executive Director will have strong financial management skills, with experience in budgeting, financial reporting, and ensuring the efficient use of resources, knowledge of contracting, revenue cycle management, financial management, and managed care.
- Knowledge of public policy formation and the ability to work effectively with a broad range of public, local, state, federal agencies and private entities at the direction of the Board.
- Experience working with a Board of Trustees, with the ability to develop strong governance practices and effective Board engagement.
- Experience serving as a public-facing leader of an organization.
- Demonstrated success in building and maintaining relationships with community leaders, organizations, and stakeholders.
- Exceptional organizational, leadership, critical thinking and communication skills

Salary

Depending on qualifications and experience.

NO RECRUITMENT AGENCIES PLEASE

Company Benefits

[Click here for TPC's FY2025 Summary of Benefits](#)

Application Instructions

All candidates should apply at www.texaspanhandlecenters.org/careers