

Executive Director Position Advertisement

Planning District One Behavioral Health Services Executive Director

Planning District One Behavioral Health Services (PD1BHS) is seeking an experienced, mission-driven leader to serve as its next **Executive Director**. PD1BHS provides comprehensive, community-based services for individuals with mental illnesses, substance use disorders, and developmental disabilities.

The Executive Director is responsible for the overall leadership, strategic direction, and operational management of PD1BHS. Key areas of oversight include budgeting and financial management, strategic planning, program evaluation, contracting, human resources, risk management, information systems, training, EEO management, licensure, accreditation, and all clinical services. The Executive Director is employed under an annually renewable contract and is evaluated each year by the agency's eight-member Board of Directors.

PD1BHS, in partnership with a private provider, delivers services in Lee, Wise, and Scott Counties and the City of Norton, with an annual operating budget of \$21 million. The Executive Director reports directly to the Board and provides professional leadership for all mental health, substance use disorder, developmental, and administrative operations.

Expected start date February 1, 2027.

Qualifications

Applicants must have:

- **Education:** An undergraduate degree from an accredited college or university in social work, psychology, rehabilitation counseling, or another human services-related field or in business, public, hospital, healthcare administration or another management-related field is required, a master's degree and licensed in social work, psychology, or counseling is preferred.
- **Board of Directors Experience:** Some (e.g., two-five years) experience in reporting directly to a board of directors or other governing body structure that has policy, operational, and fiduciary responsibilities or to the person who reports to the board of directors is required. Considerable (e.g., six-10 years) experience in reporting directly to a board of directors composed of citizen members that has policy, operational, and fiduciary responsibilities and hires its executive director who serves at the pleasure of the board is preferred.

- **Leadership:** Considerable (e.g., six-10 years) experience in leading public or private organizations with functions and responsibilities that are similar or comparable to PD1BHS, including experience at smaller similar or comparable organizations or smaller units in larger organizations is required. Extensive (e.g., more than 10 years) experience in leading public or private organizations with functions and responsibilities that are similar to PD1BHS and are comparable in size (budget and staff) is preferred.

Ability to provide effective leadership, inspiring others by example to achieve the mission and vision of the CSB, supervise and elicit superior performance from senior managers and administrators, and maintain high levels of employee engagement within the CSB is required. Ability to respond to changing circumstances, manage organizational and financial risks, and adapt during periods of transition and uncertainty is required.
- **Service Delivery:** Some demonstrated knowledge of mental health, developmental, and substance use disorder programs and services is required, and considerable demonstrated knowledge of these services and ability to provide clinical or programmatic oversight of these services is preferred. Some demonstrated knowledge of the concepts of and experience in applying the concepts of recovery, self-determination, or person-centered planning as they relate to mental health, developmental, or substance use disorder services and the provision of services to individuals with co-occurring disorders is preferred.
- **Management and Administration:** Considerable demonstrated knowledge of the principles and practices of human services administration, business administration, or government program administration and of human resources management and financial management, including budgeting, resource allocation, contract management, monitoring, and auditing is required. Skill in formulating policies, developing and administering budgets, negotiating and administering contracts, formulating program plans with goals and objectives, preparing and presenting reports and budget requests, and conducting effective community and public relations is required.
- **Constituent Relationships:** Some (e.g., two-five years) experience in working with a broad range of constituents including individuals, family members, and advocacy groups in the mental health, developmental, or substance-use disorder services areas or a similar or related human services field is required.
- **Collaborative Relationships:** Demonstrated ability to develop and maintain collaborative and supportive relationships with federal, state, and local government officials, individuals receiving services and family members, and advocacy groups is required. Demonstrated ability to communicate

persuasively and concisely, orally, in writing, and electronically, with a broad range of individuals, groups, and organizations is required.

- **Laws and Regulations:** Demonstrated ability to interpret, communicate, and administer current federal and state laws, regulations, and policies that apply to mental health, developmental, and substance use disorder services is required.
 - **Planning, Evaluation, and Human Rights:** Some demonstrated knowledge of planning, evaluation, and quality improvement methodologies and human rights requirements and issues is required, and considerable demonstrated knowledge is preferred. Ability to plan and implement services and related procedures and evaluate their effectiveness is required.
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How to Apply

Visit www.pd1bhs.org for information about services and to access the application, advertisement, and full job description. Forms are located under the “Careers” drop-down menu, select PD1. (The application may be printed but cannot be submitted through the website.) Applicants must submit:

- A completed PD1BHS employment application
- A detailed résumé
- Salary history
- A cover letter describing interest in and qualifications for the position

Submit materials to:

Attention: PD1BHS Board Chair/ Board of Directors Search Committee

Planning District One BHS

PO Box 1130

Norton, Virginia 24273

Applications missing any required component will not be accepted. Salary is **commensurate with qualifications and experience**, and PD1BHS offers an attractive benefits package.

The Executive Director must maintain a **fixed, permanent, primary residence within the PD1BHS service area** during their tenure. PD1BHS is an **Equal Opportunity Employer** and a **Drug-Free Workplace**.

Application Deadline

All application materials must be received by April 10, 2026, at 4:00 PM.