

Executive Director Job Summary

The Mississippi Counseling Association is currently seeking an experienced, professional Executive Director to oversee all operations, functions, and activities within the association. The ideal candidate will have the skills and confidence needed to be the face of the organization, shouldering the responsibility of providing strategic direction and implementing a progressive vision for the future. An excellent Executive Director is one who can influence and inspire others the desire to lead, motivate, and create a culture that is value-driven. Applicants should have impeccable communication skills and take a holistic approach to organizational management/oversight of operations. We are looking for someone to lead MCA to success and whose goal is to inspire others and lead by example, enabling MCA to accomplish its mission and reach its maximum potential.

The deadline to apply is March 15, 2024.

Executive Director Duties and Responsibilities

- Ability to develop and implement strategies that will successfully promote the MCA's mission and increase membership
- Cultivate comprehensive plans aimed to realize the goals and objectives set forth by the bylaws
- Drive to collaborate well and assemble an effective team of leaders.
- Commitment to providing excellent consultation and collaboration with MCA members.
- Ability to remain committed to compliance with all internal policies and legal regulations in every area of the association's daily activities, including fostering development of short and long-term plans, policies, and guidelines.
- Outstanding management skills to direct and oversee professional development efforts.
- Aptitude for forging and maintaining fruitful relationships of trust with members and external stakeholders.
- Poise and strength of character needed to be the public face representing MCA, remaining ever mindful of the need to maintain good public relations standing.
- Ability to review and provide constructive feedback on reports made by region and division officers.
- Maintaining a solid understanding of the MCA's overall health at all times.
- Ability to work well under pressure, take proactive measures against possible challenges, and resolve issues quickly, managing crises rapidly and effectively when necessary.

Executive Director Preferred Requirements and Qualifications

- MEd/MA in counseling (is preferred) or relevant field.
- American Counseling Association member of good standing
- Proven experience as Executive Director or in other administrative positions.
- Significant experience in developing successful strategies and plans.
- Strong working knowledge of finance and fiscal responsibilities.
- In-depth knowledge of governance principles, and managerial best practices.
- Aptitude for analytical thinking, capable of creative solutions to solve problems thoroughly and rapidly.
- Impeccable organizational skills and leadership abilities.
- Exceptional oral and written communication abilities and public speaking skills.