

GIVE YOUR BODY

THE LOVE THAT IT DESERVES



The MEND (Mindful Eating New Directions) Project

Director

Brooklyn, NY



Background

The MEND (Mindful Eating New Directions) Project is a new organization dedicated to helping individuals improve their relationship with food, weight, exercise, and body image. MEND will serve both women and men of all ages including adolescents that may be experiencing binge eating, bulimia, anorexia, and body distress. MEND will also serve those who may not have a formal clinical eating disorder but earnestly want to heal problematic eating and weight concerns. Anonymity and discretion will be paramount, and all clients' information will remain completely confidential.

MEND, an outpatient clinic, will offer therapeutic counseling in individual and group settings. In addition to focusing on unhealthy behaviors related to eating and body image, MEND will also tackle the underlying route of these behaviors (anxiety, depression, trauma, societal pressures, etc.). Because Eating Disorders affect the whole family, MEND will also offer support to family members who are struggling with the illness of their loved one. MEND also recognizes the importance of prevention and will aim to develop a community education program for all ages.

MEND will be staffed by credentialed clinicians with a background in the treatment of eating disorders. MEND's staff will be culturally sensitive, discreet, and aware of the best practices in the field.

MEND is an outgrowth of the SAFE Foundation (SAFE) which is a licensed Office of Alcohol and Substance Abuse Services (OASAS) outpatient treatment program which works to provide a reliable haven for those experiencing difficulties with drug addiction, alcoholism, and compulsive gambling.

Position

In its infancy, MEND seeks a dynamic Director to lead the creation and implementation of this critically important vision. The leadership of The MEND Project views this appointment as an opportunity for a self-directed leader to ensure a seamless and efficient start up to our new organization.

Primary responsibilities include:

Administration

- Assume primary responsibility for developing the administrative functioning of the organization.
- Partner with MEND consultants to establish the organization's 501(c)(3) status.

- Partner with MEND consultant and support efforts to attain a licensure from the New York State Office of Mental Health (OMH); provide documentation and information as needed.
- Develop and monitor budgets to support operations, programs, and services.

Project Development

- Engage the Board and other partners in envisioning and conceptualizing the MEND program.
- Help develop programs which fulfill the mission of the organization, including the development of a curriculum for a community-based education program.
- Develop protocols and procedures to implement new programs and projects as needed.

External Relations and Marketing

- In concert with our social media staff, oversee MENDS' marketing and communications efforts--publications, advertising, website, social media, and special events.
- Develop a fundraising strategy for the organization; engage with potential donors, organize fundraising events, and create fundraising collateral.
- Cultivate relationships with foundations, agency partners and affiliated professional organizations, schools, and stakeholders.
- Develop brochures, information sheets, etc.

Hotline and Contracted Therapists

- Manage MEND's confidential hotline and provide phone screens and refer callers to contracted therapists.
- Track all calls, referrals, and outcomes.
- Grow MEND's therapist pool and administer contracts.

Qualifications

- The ability to comfortably serve as a strong and effective advocate and spokesperson for MEND's program, mission and vision with potential clients and their families.
- Program or agency oversight/leadership experience.
- Comfortable in a small, start-up organization with hands-on responsibilities.
- Excellent interpersonal skills.
- Experience with clients in a medical or mental health setting is preferable.
- Excellent organizational skills.
- An action-oriented and goal-focused individual.
- Capacity to prioritize responsibilities, work autonomously and multi-task.

- A diplomatic problem solver able to build consensus and cooperation among all stakeholders and perspectives in the clinical and programmatic sector.
- Ability to maintain and model high personal, ethical, and professional standards.
- Excellent communication skills, both written and verbal..
- Courtesy, professionalism, proactive problem solving, and attention to detail.

This position description is based upon material provided by The MEND Project, an equal opportunity employer.

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