

EMPLOYMENT OPPORTUNITY
Executive Director
THERAPY CENTER OF PHILADELPHIA
1315 Walnut Street, Suite 1004

Philadelphia, Pennsylvania, 19107 www.therapycenterofphila.org

Reports to: The Board of Directors

Application deadline: April 15, 2018

About Therapy Center of Philadelphia

Therapy Center of Philadelphia (TCP) is a community-based mental health non-profit founded on the belief that psychotherapy and trauma work do not have to be pathologizing, stigmatizing, or unaffordable. TCP offers an alternative mental health model of healing that attends to people's identities and experiences of oppression within the therapy relationship and client's life. To honor this mission, TCP strives to be financially accessible, racially equitable, and trans-affirming in all of its services and operations. It offers this framework to over 350 adult women, transgender, and gender non-conforming clients a year.

Located in Center City and West Philadelphia, TCP provides psychotherapeutic services on a sliding fee scale, including individual, couples, and group psychotherapy, music therapy, trauma-sensitive yoga, EMDR/trauma therapy, and a program for LGBT prospective parents. TCP also hosts an annual symposium for mental health clinicians to gather and explore emerging topics at the forefront of the clinical field, with nationally known guest speakers including Dr. Nancy McWilliams, Dr. Maureen Walker, and Dr. thandiwe Dee Watts-Jones.

Now in its 46th year, TCP is in a new phase of growth and development including strengthening its diversity and equity at the board, leadership, and staff levels; expanding its EMDR program; broadening its trans/GNC- specific services; building itself as a thought leader in the clinical field; growing its satellite therapy locations; and deepening its racial equity within organizational culture and clinical work.

The Position

The Executive Director (ED) reports to the Board of Directors through the Board President. Because Therapy Center of Philadelphia is a membership-run non-profit, the ED is also accountable to agency staff – offering transparency and co-creation around all major agency mission shifts and additions (i.e. when the agency became trans-affirming). The ED oversees a staff working in partnership with the Board, clients, and community members to execute Therapy Center of Philadelphia's mission.

The Executive Director will be a flexible, efficient, and entrepreneurial co-creating leader, partnering extensively with internal and external stakeholders. They will provide visionary leadership, driving discussion toward consensus and action, to advance the mental health and social justice mission of the organization.

Primary Responsibilities

The primary responsibility of the Executive Director is to implement strategies to ensure organizational sustainability. This includes the formation and implementation of strategies to achieve, and oversight of organizational efforts to ensure, satisfaction of the following goals:

- Increase and sustain contributed revenue through a robust fundraising effort focused on the cultivation and leveraging of support from individuals, foundations, corporations, and thirdparty payors/ insurance market place.
- Develop and oversee financial instruments to monitor and report on the organization's financial performance including annual audits and budget management
- Enhance the organization's marketing and communications efforts, with the goal of expanding audiences and promoting Therapy Center of Philadelphia's public image
- Hire, supervise, support, mentor and motivate a professional staff, who implement all clinical programming, agency operations, diversity and equity work, fundraising, marketing and financial management in support of clinical programs, mission development, and educational and fundraising events.
- Develop and maintain business policies and procedures that ensure the efficient and professional operation of the organization.
- Engage and manage effective, enjoyable relationships with Board members to maximize their participation in Therapy Center of Philadelphia and their contribution toward its success and growth.

Additional Responsibilities

In addition, the Executive Director will:

- Coordinates with the clinical director, clinical supervisors, and staff as well as community partners to ensure that the agency is a robust and responsive resource for adult women and transgender/gender non-conforming low-income communities in Philadelphia.
- Enhance TCP's visibility by building strong relationships and partnerships with appropriate mental health, LGBT, women's, and other community-based organizations, community foundations, and community leaders, including participation in high profile community activities, speaking engagements, and social events.

Qualifications

Therapy Center of Philadelphia seeks a thoughtful, creative, and responsive leader, capable of understanding and supporting the needs and expectations of the board, staff, and the diverse lowincome women and transgender/ gender non-conforming clients who TCP serves.

Strong candidates will have the following experience and capabilities:

Required:

- Bachelor's degree required; advanced degree in mental health field, non-profit management or related field preferred
- Successful experience in a management and/or senior leadership position within a mental health setting or community-based organization or non-profit organization
- General management experience with an understanding of finance, budgeting, information systems, human resources and facilities management
- Commitment to upholding a strong organizational culture by leading with the values of Therapy Center of Philadelphia, particularly around racial and trans-equity work as it relates to mental health
- Experience working within transgender/non-binary communities and/or awareness of mental health and advocacy concerns relevant to these communities
- Experience working organizationally to uphold an anti-racist frameworks and build racial equity organizationally
- Dedication to co-creating, inspiring, and mentoring staff
- Ability to work with a Board of Directors to maximize participation and engagement
- Proven fundraiser with a polished, personable, welcoming style and a natural relationship-builder with experience securing individual gifts from individuals, as well as foundation, and corporate grants
- Demonstrated experience in providing marketing leadership to increase organizational visibility and earned income
- Demonstrated ability to move organizational projects forward in an inclusive and streamlined manner
- Proven track record of success facilitating organizational change and development within a growing organization
- Exceptional written, oral, interpersonal, and presentation skills
- Strong knowledge of national trends and best practices and a great appreciation for the clinical field, and, in particular, contemporary social justice clinical practices/frameworks
- Experience growing another organization or business by developing staff and organizational capacity

Preferred:

- Candidates with a deep knowledge of relational psychotherapy, Self as Therapist, and trauma work
- Experience working in, or broad knowledge of, the greater Philadelphia community mental health community
- Experience with Salesforce data management platform
- Experience in insurance credentialing and third party billing

Position Contract and Compensation

This is a part-time, 20 hours per week salaried position that includes paid time off (PTO). The salary is currently \$37,000-\$40,000 a year commensurate with experience. The position has the capacity/possibility to expand its hours, dependent on funding availability.

To Apply:

Interested candidates are invited to send a resume, cover letter, s, and at least three professional references to: ed@therapycenterofphila.org

Recommendations of qualified individuals are welcome and should be forwarded to:
ed@therapycenterofphila.org

No phone calls, please.

TCP graciously acknowledges and thanks the Asian Arts Initiative for allowing TCP to model its ED transition after their ED transition process.