



Please submit your resume and a cover letter (optional) to hr@paintedbrain.org with the subject line: Chief Administrative Officer Inquiry.

Chief Administrative Officer

Job Classification: Full-Time (Exempt)

Supervisor: Executive Director

Hours: 40 hrs./per wk.

Rate: \$90K-120K annually

Last Revision Date: 8/2024

Benefits:

This position is eligible for the following benefits; 100% Employer Paid Health, Vision, and Dental Insurance Plans Available, Health Savings Plan Available, 401(k) Plan Matching, Paid Sick Time, Paid Vacation Time, 13 Paid Holidays, and 3 days of Paid Bereavement Leave.

Organization Background:

The mission of Painted Brain (PB) is to create lasting community-based solutions to mental health challenges and the impact of social injustice through arts, advocacy, and enterprise. Painted Brain is an innovative peer-run mental health art and tech-forward organization that uses a peer model focused on recovery. Painted Brain defines a peer as any person with lived mental health challenges and or trauma, including but not limited to social injustice, interpersonal violence, and/or societal exclusion. Our primary focus over the years has always been using the arts to help people learn to interact socially and effectively while experiencing the impacts of trauma, psychosis, depression, autism, anxiety, and other mental health experiences.

Summary

The Chief Administrative Officer is a key member of the senior leadership team, responsible for overseeing the day-to-day operations of the organization. Reporting directly to the Executive Director, the Chief Administrative Officer will manage multiple departments, ensure efficient service delivery, and support the strategic goals of the organization. This role requires strong leadership, operational expertise, and the ability to foster a collaborative and productive work environment.

Essential Duties/Responsibilities/Functions

Operational Management:

- Oversee daily operations to ensure efficiency and effectiveness across the organization.
- Implement and manage policies and procedures to improve operational performance.
- Address operational issues promptly and develop solutions to improve processes.

Program Management:

- Supervise program managers to ensure execution aligns with internal processes.
- Monitor and evaluate program performance, ensuring that objectives are met and outcomes are achieved.

Staff Supervision:

- Manage, mentor, and support non-clinical staff, fostering a productive work environment.
- Conduct regular performance evaluations and provide professional development.
- Promote a culture of teamwork, accountability, and continuous improvement.

Internal Controls and Compliance:

- Ensure adherence to internal policies, regulatory requirements, and industry standards.
- Work with the Controller and Consulting CFO to maintain strong internal controls.
- Oversee compliance with funding and grant requirements.

Strategic Support:

- Assist the Executive Director in strategic planning and implementation of initiatives.
- Act as a liaison between the Executive Director and all departments to ensure alignment of goals and objectives.
- Provide insights and recommendations to support the organization's long-term sustainability and growth.

Supervisory Responsibilities

The Chief Administrative Officer will be responsible for directly supervising program managers, and the administrative department staff.

Minimum Qualifications

- Bachelor's degree in nonprofit management, business administration, public administration, or a related field. Master's degree preferred.
- At least 7-10 years of experience in a senior management role within a nonprofit organization, with a proven track record of operational management and staff supervision.
- Have Personal Lived Experience
 - Be self-identified as having experience with the process of recovery from a mental illness or substance use disorder, either as a consumer of these services or as the parent/caregiver, or family member of a peer.

Other Knowledge, Skills, and Abilities Required

- Strong leadership and management skills.
- Excellent organizational and problem-solving abilities.
- Superior interpersonal and communication skills.
- Financial acumen and experience with budgeting and financial management.
- Ability to work collaboratively with diverse teams and stakeholders.
- Strong knowledge of Google Workspace and nonprofit management software, preferably in selection and implementation

- Working knowledge of the Job Market, succession trends, and hiring processes.
- Have knowledge of the LA human services landscape.
- Demonstrate ability to work with racially, ethnically, and culturally diverse groups and populations with re-entry, mental health, and substance use challenges.

The requirements above are representative of the knowledge, skills, and/or abilities required for successful performance of the essential duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environmental Conditions (Working Conditions)

The environment for this position is hybrid and 50% of the role will require travel to and outside of office sites. Transportation is not to be provided by Painted Brain.

Physical Requirements

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is occasionally required to stand, walk, twist, bend, squat, kneel and lift and carry items weighing 10 pounds or less as well as to frequently sit, use a keyboard, and to do simple grasping. The position requires the ability to regularly hear and talk, and requires manual deviation, repetition, dexterity and to drive up to 180 minutes weekly or as needed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

Mental Requirements

The incumbent in this position must be able to accommodate all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedules, processing information, and handling stress. There may be exposure to inappropriate behavior and/or the language of those being served at times.

Painted Brain is an Equal Opportunity/Affirmative Action Employer

All opportunities at Painted Brain are contingent upon the successful completion of a criminal background check and verification of any applicable degree or license. If the position requires driving, a valid driver's license, a motor vehicle clearance, and proof of auto insurance are required at the time of employment and must be maintained throughout employment.