

# Job Summary

## Executive Director

The **BRANCH** | Pittsburgh, Pennsylvania

The Branch is a mission-driven social service organization serving adults living with mental illness and intellectual disabilities in the Pittsburgh region. We are seeking a collaborative, strategic, and hands-on Executive Director to lead the organization's operations, programs, finances, community partnerships, and long-term growth. This is an opportunity for an experienced leader who is committed to person-centered, community-based services and who can balance mission, compliance, and sustainability in a small-agency environment.

### Position Summary

The Executive Director serves as the chief executive leader of the agency and reports to the Board of Directors. The Executive Director is responsible for advancing the organization's mission, overseeing day-to-day operations, ensuring high-quality and compliant services, managing finances and staff, strengthening community relationships, and supporting fundraising and resource development efforts.

### Key Responsibilities

- Provide strategic and operational leadership for all agency programs, services, and administrative functions.
- Partner with the Board of Directors to implement organizational priorities, support governance, and advance long-range planning.
- Oversee agency finances, including budget development, monitoring, forecasting, and stewardship of public and private funding.
- Ensure compliance with applicable federal, state, county, licensing, payer, and contractual requirements.
- Lead, coach, and support staff; foster a healthy workplace culture focused on accountability, inclusion, learning, and retention.
- Promote high-quality, person-centered services that support dignity, choice, recovery, community integration, and positive outcomes.
- Build and maintain strong partnerships with families, referral sources, county and state agencies, community providers, advocates, and funders.
- Support fundraising, grant development, donor relations, and community engagement activities.
- Use data and program outcomes to guide continuous improvement, risk management, and decision-making.
- Serve as a visible community ambassador for the Branch in and around the Pittsburgh area.

## Required Qualifications

- Bachelor's degree in social work, human services, public administration, nonprofit management, business, or a related field; master's degree preferred.
- At least 5 years of progressive leadership experience in nonprofit, behavioral health, intellectual/developmental disabilities, social services, or a related human services setting.
- Demonstrated success managing staff, operations, budgets, and cross-functional priorities.
- Knowledge of person-centered and community-based services for adults with behavioral health and/or intellectual disability support needs.
- Experience with regulatory compliance, quality improvement, risk management, and contract or licensing oversight.
- Strong financial acumen, including budgeting, reporting, and resource stewardship.
- Excellent communication, relationship-building, and problem-solving skills.
- Commitment to respectful, inclusive leadership and high ethical standards.

## Preferred Experience

Preference may be given to candidates with experience in Pennsylvania human services systems, including behavioral health, intellectual disability/autism, Medicaid-funded services, county and state partnerships, licensing, and nonprofit fundraising or development.

## Compensation and Benefits

Salary: \$100,000.00 - \$120,000.00 commensurate with experience. Benefits include health, dental, and vision insurance; paid time off; retirement plan; professional development support; and mileage reimbursement, if applicable.

Interested Applicants: Please visit Executive Director @ The Branch - Nonprofit Talent <https://share.google/AXTJjafQop7e7Vi5n> for information on submission of letters of interest and resume.