

**Title:** Director of Community Initiatives  
**Level of Effort:** Full-time (40 hours)  
**Starting Salary Range:** \$85,000-\$90,000  
**Location:** Mineola, Texas

**Position Overview:** The Director of Community Initiatives leads, coordinates, and manages Clover's Community Initiatives division. The Director is responsible for overseeing and expanding Clover's mission-driven efforts related to improving the public health and mental wellness of the communities we serve, with an emphasis on the Northeast Texas region. It is expected that the Director of Community Initiatives will maintain, and ensure the quality of, Clover's current areas of focus, as well as expand Clover's work into new mission-relevant initiatives. The Director serves as a member of Clover's Leadership Team and the primary liaison between Clover and stakeholders of the Community Initiatives division.

**Duties** will include, but are not limited to, the following:

- Oversee Clover's provision of community outreach and community activities including, but not limited to, mental health awareness and stigma reduction activities, public health awareness activities, and training on public and mental health topics
- Conduct project management in order to translate project deliverables into actionable tasks, assign project tasks to individual staff members, and oversee the timely completion of all project deliverables
- Maintain expertise regarding the effective provision of community initiatives, including by participating in the provision of these services
- Oversee the use of Clover's social media accounts for community outreach purposes
- Lead the coordination and facilitation of fundraising activities to support Clover's community-level efforts
- Liaison with the Fundraising Committee of Clover's Board of Directors
- Supervise the Community Initiatives team, actively address staff-related concerns and issues, and provide leadership and modeling to ensure the quality of services provided by the team
- Monitor the project-relevant expertise of all Community Initiatives staff, including ensuring ongoing staff training and professional development
- Conduct outreach and development efforts related to the generation of new partnerships, projects, and initiatives, in consultation with Clover's President, Leadership Team, and other stakeholders
- Conduct Clover administrative tasks related to Community Initiatives including, but not limited to, contract development and monitoring, grant development, project budgeting, project staffing, and contractor onboarding.
- Serve as a member of Clover's Leadership Team and perform all duties required of that position including, but not limited to, attending at least monthly Leadership Team meetings, participating in company-level decision-making and policy development, and engaging in strategic planning and visioning
- Represent Clover at professional meetings and as a liaison to other agencies and entities

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**Required Education/Experience:**

- Master's degree in a relevant field is preferred; in lieu of Master's degree, candidate must have at least five years working in a relevant role
- Meaningful connection with the local area and/or Northeast Texas region
- Strong written and verbal communication
- Strong interpersonal and team-building skills
- Experience in a supervisory role
- Advanced understanding of community systems
- Demonstrated leadership and organizational skills
- Demonstrated ability to collaborate, problem solve, and think strategically
- Proficiency in Microsoft Office and adaptability in learning various software and web platforms, to include virtual conferencing and learning management systems

**Clover Benefits:** Clover offers a benefits package to employees which includes health insurance, retirement, funding for professional development, reimbursed travel expenses, flexible remote working and time off policies, and generous family and medical leave policies.

**About Clover:** Clover Educational Consulting Group, Inc. is a 501c3 non-profit corporation with offices in Mineola and Austin, Texas. The founders of Clover are doctoral-level licensed psychologists with specific expertise in research, administration, policy, program development, and education and training. Clover is governed by a Board of Directors and retains a network of consultants with expertise in topics related to training and healthcare. The Mission of Clover Educational Consulting Group, Inc. is to improve the mental health of the community through advances in policy, workforce, and training.

**To inquire about this opportunity:** Please send a cover letter and CV addressed to Clover's President/CEO, Dr. Tamara DeHay, at [hire@clovered.org](mailto:hire@clovered.org)