



## **Chief Executive Officer (CEO) Job Description**

**Work Location:** Broward Behavioral Health Coalition (BBHC)

**Reports To:** Board of Directors

**Position Status:** Full-Time / Exempt

**Salary:** Negotiable based on experience and qualifications

### **Agency Overview**

Broward Behavioral Health Coalition, Inc. (BBHC) serves as Broward County's Managing Entity for publicly funded mental health and substance use disorder services under contract with the Florida Department of Children and Families. The Florida Legislature authorized the creation of Managing Entities to improve the coordination, efficiency, and accountability of publicly funded behavioral health services. Under Florida Statute 394.9082, these entities are responsible for administering behavioral health services at the local level through a single nonprofit organization.

### **Position Summary**

The Chief Executive Officer (CEO) provides strategic leadership, executive oversight, and operational direction for BBHC. The CEO is responsible for implementing the organization's strategic vision, ensuring effective operations, maintaining regulatory compliance, and strengthening relationships with providers, government partners, and the community. The CEO works closely with the Board of Directors and serves as BBHC's primary representative with state agencies, providers, and community stakeholders.

### **Key Responsibilities**

#### **Executive Leadership**

- Provide strategic leadership and direction to advance BBHC's mission and long-term objectives.
- Oversee all Managing Entity operations including program services, compliance, risk management, and organizational performance.
- Ensure implementation of policies established by the Board of Directors.
- Maintain transparent and effective communication with the Board and its committees.

#### **Governance and Board Relations**

- Organize and facilitate Board meetings and committee activities.
- Prepare and present reports, materials, and strategic updates to the Board.
- Support Board committees including Executive, Finance, Provider and Consumer Advisory Councils, Nominating, and Recovery-Oriented System of Care, among others.



### **Government and Community Relations**

- Serve as BBHC's primary liaison with the Florida Department of Children and Families.
- Represent BBHC with the judiciary, criminal justice system, and community partners including Children's Services Council of Broward County and ChildNet.
- Foster strong relationships with behavioral health providers and community stakeholders.

### **Financial and Contract Oversight**

- Provide oversight of federal, state, and local funding and grants.
- Ensure accurate financial reporting, tax compliance, and fiscal accountability.
- Oversee subcontractor performance and contract compliance.
- Lead preparation and negotiation of Managing Entity contract renewals with DCF.

### **Strategic and Operational Planning**

- Develop and implement the annual Managing Entity Operating Plan.
- Monitor provider performance, financial outcomes, and quality measures.
- Ensure alignment of services with community needs and system-of-care priorities.

### **ASO Vendor Oversight**

The CEO provides executive oversight of contracted Administrative Services Organization (ASO) functions including:

- Provider relations and network management
- Financial and operational performance monitoring
- Development and review of provider operating plans and budgets
- Review of financial statements and outcome reports
- Accountability for provider quality outcomes and system performance

### **Qualifications**

- Minimum 5 years of executive leadership experience managing behavioral health systems of care.
- 5–10 years of nonprofit or health/human services management experience.
- Current and unrestricted Florida behavioral health clinical license required.
- Demonstrated knowledge of behavioral health funding systems including Medicaid.
- Familiarity with Broward County's behavioral health service delivery system.
- Proven ability to build and sustain executive-level partnerships.

### **Education**

Master's degree in Human Services, Public Administration, Business, Finance, or related field.



### **Leadership Competencies**

The CEO should demonstrate:

- Strategic leadership and systems thinking
- Strong financial stewardship and resource management
- Exceptional communication and relationship-building skills
- Effective decision-making and problem-solving abilities
- Organizational management and team development expertise
- High ethical standards, accountability, and professionalism

### **Skills and Abilities**

The CEO must demonstrate strong capabilities in:

- Strategic analysis and decision-making
- Organizational leadership and delegation
- Conflict resolution and stakeholder engagement
- Quality and performance management
- Risk management and regulatory compliance
- Planning, organization, and execution of complex initiatives

### **Mental and Physical Requirements**

The CEO must maintain the ability to perform job duties under varying levels of stress and maintain a reliable attendance record.

Requirements include:

- Valid driver's license and acceptable driving record
- Successful completion of background screening, including fingerprint-based criminal history checks as required for positions of special trust under state contract

Please send resumes and cover letters to [jobs@bbhcflorida.org](mailto:jobs@bbhcflorida.org)