

# The Society for Digital Mental Health is searching for an Operations Director

The SDMH is a non-profit organization, which supports the equitable integration of effective digital mental health services into the American healthcare system through education, supporting policy change, and bringing together diverse stakeholders to solve problems facing the field. SDMH is unique in that it is the only organization focused exclusively on digital mental health, and represents all stakeholders, with members from academia, the digital mental health industry, healthcare, policy & regulation, patient advocacy, and other groups. Established in 2021, the membership is approximately 1400 and continues to evolve.

We are looking for a part-time Operations Director (approximately 10-15 hours per week). The Operations Director will oversee daily operations, partnerships, advocacy efforts, and member engagement, ensuring the Society's growth, sustainability, and impact within the digital mental health ecosystem. This role will report to the Board of the Directors and/or Executive Director.

## Key Responsibilities

### Board Governance

- Works with the board to fulfill the organization mission.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

### Organizational Management

- Oversee the Society's daily operations, including but not limited to, expansion of membership resource materials, marketing, and programming.
- Implements appropriate resources to ensure that the operations of the organization are appropriate and efficient.

### Financial Performance and Viability

- Develops resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal integrity of the Society including working with the Board to create an annual budget. Submit regular financial statements, which accurately reflect the financial condition of the organization to the Board.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support SDMH's mission.

## **Strategic Leadership & Vision**

- Develop and execute the Society's strategic plan in collaboration with the Board of Directors.
- Identify emerging trends in digital mental health and guide the Society's role in advancing best practices.

## **Community Engagement & Partnerships**

- Cultivate strategic partnerships with academic institutions, industry leaders, policymakers, and funding bodies.
- Develop initiatives to engage and grow the Society's diverse membership base.

## **Qualifications:**

- Bachelor's degree with experience in business, healthcare, public administration, or digital mental health.
- Nonprofit experience is highly preferred.
- Understanding of fundraising strategies, membership development, and donor relations.
- Budget management skills.
- Strong abilities in planning, delegating, program development and task facilitation.
- Understanding of the US healthcare system.
- Ability to collaborate with and inspire board members and other volunteers.
- Strong written and oral communication skills.
- Knowledge of social media platforms.
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We are looking for someone with a commitment to the mission and goals of SDMH, strong planning and organizational skills, with the innate ability to thrive in a remote setting while working independently and as part of a team. Preferred applicants will have an understanding of operations within a small nonprofit organization to financial stability and embrace a "roll up your sleeves attitude".

If you are interested in applying or obtaining more information, please send a CV or resume along with a letter describing your interests and qualifications, or questions you might have, to [info@societymh.org](mailto:info@societymh.org). Applications will be reviewed on a rolling basis until the position is filled.