

MINT Executive Director Job Description



Job Title: Executive Director (ED)

Employer: Motivational Interviewing Network of Trainers Inc. (MINT)
<https://motivationalinterviewing.org/>

Reports to: MINT Board Chair

Required Start Date: 12 October 2026

Work Location(s): Based remotely with occasional travel to conferences; MINT's registered office is in Reston, Virginia, USA

Work Hours: The ED will work on a flexible schedule, recognising that the organisation and its stakeholders are situated globally. This position is designed to be a full-time salaried position; however, a part-time structure may be considered. Candidates interested in either a full-time or part-time position are encouraged to apply and to specify their preference in their application.

Salary Range: US\$90,000-\$110,000 if Full-Time / US\$45,000-\$55,000 if Part-Time

Candidate Schedule Requirements: Candidates must be available for interviews between 31 August and 11 September 2026. It is strongly preferred that the selected candidate be available to start on 12 October 2026 and be able to travel to Lisbon, Portugal for the MINT Annual Conference from 17 to 23 October 2026.

Application Deadline: 7 August 2026, subject to extension until position is filled.

To Apply: Send a resume and cover letter to execdirector@motivationalinterviewing.org ; you must type in the subject line, all caps, no spaces: "EDMINT2026"

Executive Summary: The Motivational Interviewing Network of Trainers (MINT) is an international organisation of trainers in motivational interviewing, incorporated as a 501(c)(3) tax-exempt non-profit charitable organisation in the state of Virginia, USA. The trainers come from diverse backgrounds and apply Motivational Interviewing (MI) in a variety of settings. Their central interest is to improve the quality and effectiveness of counseling and consultations with clients about behavior change. Started in 1997 by a small group of trainers trained by William R. Miller and Stephen Rollnick, the organisation has since grown to represent forty countries and more than thirty different languages.

The mission of MINT is to promote good practice in the use, research, and training of motivational interviewing. MINT supports the continuing learning and skillfulness of its members through meetings, open sharing of resources, communication, publications, and shared practice opportunities. Rather than seeking to limit or control the practice and training of motivational interviewing, MINT promotes quality applications of motivational interviewing across cultures, languages, and contexts.

The Executive Director is the Chief Executive Officer of MINT. The Executive Director reports to the Chair of the Board of Directors and is responsible for the organisation's consistent achievement of its mission and financial objectives. The ED is responsible for translating strategic vision into effective organisational execution. This role is central to ensuring operational excellence, member engagement, and alignment with MINT's mission, values, and strategic goals.

The ED embodies the spirit of MI fully and welcomes input from the Board and its membership. The ED will embrace the Board and membership's shared vision and guide the MINT collective toward mutually understood objectives (Mission).

Position Overview:

Key responsibilities include, but are not limited to:

- Provide oversight and management of all program, event and business operations and develop standard systems as well as policies, procedures, process, and technology to enable MINT operations and support its employees and contractors.
- Promote all MINT activities including membership engagement. Ensure active and broad participation by members, chapters, and committees in all areas of the organization's work.
- Support committees within MINT to strengthen member engagement, participation, and retention.
- Promote continuous improvement of systems, operations, and member services, and lines of communication in MINT.
- Prepare, in collaboration with the Board of Directors, Committees, and Staff, the organisation's strategic plan and accompanying implementation plan to ensure the organisation achieves its mission with consistent and timely progress.
- Provide leadership in developing program, organisational and financial plans in collaboration with the Board of Directors.
- Maintain official records and documents and ensure compliance with all applicable laws and regulations.
- Maintain a working knowledge of significant developments and trends in the field.
- Develop, in collaboration with the Board Chair and Board, performance milestones and key performance indicators to measure their progress / success in the performance of their duties.

Communications:

Key responsibilities:

- Responsible for execution and development of all communications strategies including but not limited to board and membership communication.
- Publicise the activities of the organization, its programs, and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- Ensure that communications are appropriate and accessible to members whose first language is not English.

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Staffing:

Key responsibilities:

- Directly supervise all current paid roles including treasurer, operations manager, events coordinator, and Training of New Trainers (TNT) coordinator.
- Responsible for oversight and performance of all personnel including paid staff, contractors, and volunteers.
- Maintain, and revise as needed staff, contractor, and volunteer job descriptions.
- Oversee all performance management policies, procedures, and practices including regular performance evaluations, 1:1 meetings, coaching, feedback, and training.
- Ensure all required human resource policies and procedures are in place and applied consistently, fairly, and equitably and in compliance with applicable laws and regulations.
- Encourage staff and volunteer development and education and assist program staff in relating their specialized work to the total program of the organisation.
- Create and sustain a workplace culture and climate which attracts, keeps, and motivates a diverse staff of top-quality people.

Budget and Finance:

Key responsibilities:

- Ensure that MINT operates within the budget approved by the Board and that MINT finances are managed consistent with MINT policies and procedures.
- Ensure that profits and losses are tracked and aligned with fiscal operations budgets.
- Create the MINT annual operating budget with the MINT treasurer to be approved by the MINT Board of Directors.
- Maintain and increase MINT's reserves to ensure MINT resources for continued activities aligned with MINT's mission.
- Work directly with the treasurer and the finance and audit committees to create and develop and maintain sound financial policies, procedures, and practices.
- Partner with staff to develop and approve any events or program budgets.
- Conduct official correspondence of the MINT organization jointly, with the chair, treasurer, and secretary of the board of directors.
- Execute legal documents as directed and /or authorised by MINT officers.
- Provide additional oversight through collaborating with the Treasurer, Finance and Audit committees, to ensure that financial planning, budgeting, and reporting align with MINT's strategic goals and compliance standards.

Board Relations and Recruitment:

Key responsibilities:

- The ED will attend all Board meetings as a non-voting member and attend, by invitation, meetings of the Board officers.
- The ED will be a regular attendee at certain Board Committee meetings and an ad-hoc invitee to all Committees.
- The ED will work with the Board and Board Nominating Committee to recruit new board members, informed by the strategic vision and identified skill gaps.
- The ED will ensure that the board is fully informed on the condition of the organization and all important factors influencing it through regular, transparent, and timely communications.

Essential Skills:

- Proven senior level leadership experience in nonprofit organisations
- Previous experience in nonprofit management or a related field with organisation budget and management responsibilities. OR Demonstrated expertise in nonprofit or related organisational management, with accountability for budgets, staffing, and operational performance
- Demonstrated expertise in corporate governance, with strong knowledge of governance frameworks and highly effective board engagement skills
- Strong communication and engagement skills
- Strong organisational financial management skills
- Record of success with fundraising, grant writing or scaling or programs to drive increased revenue for the organisation
- Ability to work independently and productively in a remote setting
- Fluency in English
- Experience in working with diverse & international populations to strategize, engage & grow MINT across professions, cultures, & languages

Preferred (but not required) Skills:

- Degree in a relevant field
- Multilingual and/or multicultural

Desired Personal Attributes:

- Reflective, adaptive, and strengths-based leadership style
- Guides with empathy, curiosity, and compassion
- Excellent communicator and relationship builder
- Values transparency, ethical practice, and continuous improvement
- Self-motivating and goal-oriented
- High emotional intelligence
- Ability to ignite passion-driven work across the organisation