



744 South Street #1065  
Philadelphia, PA 19147  
[www.bowlingbizpa.com](http://www.bowlingbizpa.com)

## Principal Job Description

**At Bowling Business Strategies (BBS), we believe that behavioral health services should be engaging, accessible, consumer-driven, evidence-based, viewed as vital/routine to health, and completely free of all forms of discrimination toward persons with substance use and mental health issues.**

BBS, established in 2017, is a consulting firm headquartered in Philadelphia, Pennsylvania, with staff across the nation. BBS has served clients across the nation, including federal and state agencies including Medicaid and behavioral health authorities, trade associations, and numerous community-based public and behavioral health organizations. BBS seeks to elevate behavioral health services through consulting in strategy and implementation support, policy and regulatory analysis, leadership and staff development, proposal writing, evidence-based practice training and implementation, among other areas.

Recently designated a Platinum Bell Seal-certified organization by Mental Health America, BBS is committed to mental health and wellbeing at work. We pride ourselves on creating a supportive culture where employees can grow, thrive, be creative, and take risks to improve the systems that support people with substance use disorder and mental health needs. For more information on BBS, please visit [www.BowlingBizPA.com](http://www.BowlingBizPA.com)

### **Principal Duties** (30-40 hours/week)

BBS is hiring a Principal who can leverage prior experience and expertise to integrate into our team. The Principal will work collaboratively with BBS's Principals and other staff to support consulting projects and engagements. Responsibilities include:

### **Core Competencies: Consulting and Technical Assistance Informed by Behavioral Health Subject Matter Expertise, Content Development, Data and Evaluation, and Business Development**

- Utilize subject matter expertise in behavioral health policy, payment and delivery reforms, and service design to provide high quality technical assistance to clients.
- Utilize subject matter expertise in Medicaid initiatives, policy, and payment models that drive behavioral health system transformation.
- Provide strategic and operational leadership on large consultation projects focused on technical assistance, project management, and needs assessment.
- Collaborate directly with treatment and recovery organizations to provide expert consultation on strategic planning, business development, grant writing, new service line design and implementation, community needs assessment, and other strategic and operational planning areas.
- Conduct research and analysis of behavioral health industry trends, regulations, and best practices to inform subject matter expertise, client deliverables, and other BBS products.
- Oversee staff and subcontractors on consultation projects, providing guidance, coaching, and quality assurance.



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- Lead complex facilitations among technical expert panels, interagency planning groups, systems- or provider-level executive teams, and other planning bodies.
- Write innovative and research-based reports, including literature reviews, one-pagers, topic briefs and other written products.
- Create learner-centric content, including toolkits, curricula, PowerPoint, presentations/webinars, and other written and presented deliverables.
- Develop in-person and virtual technical assistance, training and/or webinars, on various topics on behavioral and public health, such as financing, operations, and/or service delivery, to diverse stakeholders including government.
- Design and implement qualitative and quantitative research projects, including identification/compilation of data sources, development of analytic plans, analysis and synthesis of secondary data, qualitative interviews, thematic analysis, and report writing.
- Design and conduct community needs assessments for states and behavioral health treatment providers.
- Actively collect feedback from learners, clients, and the project team after a design to identify opportunities for continuous improvement.
- Generate new business by leveraging professional contacts, researching opportunities on new/existing clients, writing grant proposals, or developing new products.
- Develops and maintains a pipeline of future work that demonstrates a likelihood of achieving business development requirements in future periods.
- Effectively communicate BBS' strategic vision and unique capabilities to clients, connect them to the organization's business, and share a compelling plan on how BBS can help solve the client's business challenges.
- Maintain strong relationships and partnerships with clients, customers, and project stakeholders, particularly with staff from city, county and state agencies, managed care organizations, health systems, and community-based providers who are the recipients of consultation.
- Meet with our prospective clients as a trusted consulting partner, developing a deep understanding of their current environment and key business challenges and goals.

### **Related Capabilities**

#### **Project Management**

- Clearly establish project goals and objectives, create, and maintain project work plans, and deliver project objectives and deliverables on-time, within budget, using all available resources, resulting in client satisfaction with services.
- Design and utilize tools to support project planning, execution, budget tracking/monitoring, and management, coordinating activities between various work streams.
- Plan the logistics for and execute in-person meetings including focus groups, strategic planning sessions, conferences, and project meetings.



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### **Contribution to a Culture of Wellness**

- Commit to cultivating strong relationships with colleagues, promoting a team atmosphere and cross-functional collaboration.
- Proactively provide ideas and critical feedback—as well as being open to such constructive dialogue—as part of constantly improving BBS and its collective work outputs.
- Use open and clear communication and reflective listening, including giving and soliciting regular feedback.
- Participate and contribute to strategies and activities to boost morale and improve company culture.
- Commit to designing and implementing strategies across all projects to elevate the voice of lived experiences and promote health equity.

### **Internal Administrative Requirements**

- Complete and submit timesheets, expense reports, revenue forecasts, and other internal reports when due.
- Provide ad-hoc, occasional project management and coordination support for internal quality improvement, strategic planning, or other initiatives.
- Attain a minimum number of billable hours (approximately 80%).

### **Principal Required Qualifications**

- Master's degree from an accredited college or university in social work, counseling, business, social sciences, or a related field, with a clinically-oriented degree and license a plus.
- 10+ years of experience providing leadership in behavioral health systems, payers, or treatment and recovery providers. Experience working at management level of state and/or local behavioral health or Medicaid authorities preferred, given BBS's focus on payment and delivery reforms, including the Certified Community Behavioral Health Clinic model.
- Deep expertise in the aspects of a high-functioning behavioral health system, including behavioral health policy, financing, service design, and evidence-based practices, as well as experience leading behavioral health system transformation efforts.
- Expertise in behavioral health service delivery, including evidence-based practices and outpatient, residential, and inpatient services in behavioral health.
- Knowledge of qualitative and quantitative research methods, program evaluation, and quality improvement.
- Excellent writing skills, with the ability to communicate complex ideas effectively, both verbally and in writing.
- Understanding of organizational change principles, and ability to build consensus and foster change in a client business or government setting.
- Proficient at facilitation, client engagement, and overall relationship building, with exceptional interpersonal skills.
- Enthusiastic about engaging in business development activities and expanding BBS's portfolio.
- Competent in Microsoft Office Suite.
- Willingness and ability to travel 10%.



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### Other Details

We acknowledge that behavioral health issues disproportionately impact the most marginalized people in society including people of color, people from working class backgrounds, women, and LGBTQ people. Structural stigma within behavioral health systems and services impacts access, utilization, and outcomes of these communities. These communities must be centered in the work we do. We strongly encourage applications from people with these identities or who are members of other marginalized communities. This includes persons with lived experiences with mental health or substance use challenges. BBS is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

### Compensation and Application Process

This is a telework/remote full-time position. The pay range for the Principal is \$140,000-\$175,000 annualized. BBS offers a generous benefits package which includes health, dental, vision, life insurance, 401K, professional development stipend, and paid time off. Principals are also eligible for an additional annual bonus. Qualified and interested candidates should send the following to [Dane@BowlingBizPA.com](mailto:Dane@BowlingBizPA.com): (1) one-page cover letter; (2) resume or curriculum vitae; (3) two professional writing or work samples.