

JOB ANNOUNCEMENT: EXECUTIVE DIRECTOR

Are you looking for a nonprofit leadership position to further mental health education and advocacy?

NAMI Spokane is hiring an Executive Director to grow our organization's impact building better lives for people affected by mental illness in the Inland Northwest.

WHO WE ARE

At **NAMI Spokane**, our vision is a world where all those impacted by mental health conditions know they are not alone and are empowered to live their most fulfilling lives. We are the Spokane County affiliate of the National Alliance on Mental Illness, working to provide peer-led support, education, and advocacy to create a behavioral health system that meets the needs of all Washingtonian's whose lives are affected by mental illness.

The National Alliance on Mental Illness (NAMI) is the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. The NAMI organization operates at the national, state, and local level. NAMI Spokane was established in 1980 and provides free peer support, education and outreach programs, and engages mental health advocates in their community.



NAMI Spokane is an Equal Opportunity Employer: Applicants are considered for employment without regard to race, creed, color, religion, national origin, sex, age, disability, marital status, sexual orientation, gender identity or expression, status as a veteran or any other basis prohibited by local, state, or federal laws. Diverse candidates are encouraged to apply.

THE OPPORTUNITY

NAMI Spokane is seeking a mission-driven **Executive Director to develop the organization's vision and strategy to grow fundraising and program initiatives needed to serve the community.**

Reporting to the Board of Directors, the Executive Director (ED) develops and oversees NAMI Spokane's strategy, annual plan, and program delivery, including legislative advocacy, awareness, support, and education to individuals and families impacted by mental illness. The ED manages day-to-day operations, ensuring consistent progress toward NAMI Spokane's mission and vision.

THE OPPORTUNITY

LEADERSHIP

- Develop and oversee NAMI Spokane's strategic plan, including program management, fundraising, communications, advocacy, administration, and financial management.
- Develop and support an effective, engaged Board of Directors, cultivating a strong and transparent working relationship.
- Recruit, hire, train, coach, supervise, and consistently provide effective, inspirational leadership to a team of employees, independent contractors, and volunteers.



FUNDRAISING & FINANCIAL MANAGEMENT

- Develop and execute an annual fundraising plan to support programming and operations, including writing/managing grants, facilitating planned giving, supporting special events like the NAMIWalk, and soliciting individual and corporate donations.
- Create and implement a donor engagement strategy, including prospecting, research, proposal/LOI writing, and relationship building activities for corporate, foundation, and individual giving programs.
- Present the annual budget to the Board of Directors and oversee the day-to-day financial management of the organization, ensuring cost-containment and achievement of financial goals.

PROGRAM MANAGEMENT

- Supervise the Program Coordinator to ensure classes, program activities, and support groups are conducted to the standard of NAMI Signature's Program protocol.
- Ensure effective systems for program evaluation, including tracking and reporting organizational information and key performance indicators, and making changes as needed.

ADVOCACY, COMMUNITY RELATIONS & COMMUNICATIONS

- Develop and nurture strategic relationships to assist NAMI Spokane in achieving agency objectives.
- Serve as "chief relationship-builder" and public spokesperson for the agency.
- Develop communications strategy that promotes NAMI Spokane's mission and engages a wide, diverse audience.
- Implement marketing and communications in compliance with NAMI National guidelines, i.e. newsletters, social media (Facebook, Twitter, Instagram), website, annual report, etc.
- [Click here](#) to view the complete job description.

YOU ARE A GREAT CANDIDATE FOR THIS POSITION IF...

- You already incorporate NAMI Spokane's organizational values of self-care, empowerment, and integrity into your everyday life and work that you do.
- You are comfortable reaching out to and speaking with people you have never met and interacting with people who might be experiencing mental health symptoms.
- You are a motivated leader who enjoys both strategic and day-to-day management activities.
- You are extremely organized and detail oriented and can create systems for organizational infrastructure.
- You are passionate about the way mental health intersects with other lived experiences and identities, and you bring an anti-bias and intersectional lens to the work that you do.
- You enjoy building relationships with others who are passionate about mental health education and anti-stigma work.
- You are able to find fun and humor in your daily work, thrive in a team environment, while maintaining professionalism.

COMPENSATION & DETAILS

CLASSIFICATION: Full-Time, Exempt/Salaried

SUPERVISES: Program Coordinator (.75FTE) plus contracted grant writer and bookkeeper

SALARY: \$70,000-\$75,000, DOE + \$400 per month health insurance stipend

BENEFITS:

- Generous paid vacation and sick time
- 12 paid holidays annually
- \$400 monthly healthcare stipend
- Flexible workplace, including some remote work
- Monthly technology stipend
- Values-driven work: NAMI Spokane values self-care, empowerment, and integrity



IDEAL SKILLS & QUALIFICATIONS

- A bachelor's degree in a related field plus 2 years of relevant experience, **or** equivalent combination of education and experience.
- Highly skilled in leadership/administration including budgeting, financial management, programs management, advocacy, community engagement, strategic planning, and staff/volunteer supervision.
- Skilled in fundraising, including donor relations and engagement, donations management, and grants.
- Excellent communications skills, including verbal and written communication and presentation skills.
- Unwavering commitment to NAMI Spokane's mission, vision, and values.
- Proficiency in MS Office, social media, database management, and Google Suite.
- The ability to reliably get from point A to point B for meetings, whether that's driving your personal vehicle or taking public transit.
- A background check is required because of our work with vulnerable populations, but criminal history **does not** preclude employment and will be reviewed on a case-by-case basis as they relate to the duties of this role.
- Candidates with personal experience living with one's own mental health condition or that of a loved one are strongly encouraged to apply.
- **Click here** to view the complete job description.

HOW TO APPLY

Submit your cover letter and resume to Skye Mercer, HR Consultant, at Skye@skyehrconsulting.com by 5:00 p.m. Pacific Time on 05/03/2021

