

JOB DESCRIPTION

POSITION TITLE:	Executive Director
CLASSIFICATION:	Exempt/Salaried
SCHEDULE:	Full-Time (40 hours/week), Some evenings and weekends
LOCATION:	Spokane, WA
SALARY RANGE:	\$70,000 - \$75,000, Determined on Experience
BENEFITS:	Health care stipend, 12 paid holidays, paid sick and vacation time
SUPERVISES:	Program Coordinator, Contract Grant Writer, Contract Bookkeeper
VERSION DATE:	Updated April 2021

POSITION SUMMARY: Reporting to the Board of Directors, the Executive Director (ED) develops and oversees National Alliance on Mental Illness (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.

ESSENTIAL DUTIES & RESPONSIBILITIES (NOT AN EXHAUSTIVE LIST)

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, including supervising a contract Bookkeeper, contract grant writers, and a Program Coordinator.
- Manage HR functions, including creating job descriptions, implementing orientation, and training programs, and ensuring the Policies & Procedure manual is accurate and compliant.
- Oversee facilities management, ensuring a clean, safe work environment.
- Cultivate and sustain an agency culture of self-care, empowerment, and integrity.

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.
- Collaborate with the Bookkeeper to ensure accurate and compliant accounting, payroll, and benefits.
- Establish sound financial controls and policies; maintain the agency in a state of audit readiness.
- Ensure that adequate levels of insurance coverage are maintained.

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.
- Create and manage the agency program calendar, including planning and scheduling events and program activities that align with the annual strategic plan.
- 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

- Collaborate with NAMI Washington on the established legislative priorities as determined by NAMI and

NAMI Washington.

- Represent NAMI Spokane to federal, state, and local groups with diplomacy and professionalism.
- Maintain familiarity with current issues related to mental health and social services.
- Develop and nurture strategic relationships to assist NAMI Spokane in achieving agency objectives and providing high quality services to people impacted by mental illness.
- Serve as “chief relationship-builder” and public spokesperson for the agency, regularly attending events to develop donor relationships and engage the community.
- Develop an annual communications strategy that promotes NAMI Spokane’s mission and engages a wide audience of diverse stakeholders.
- Implement marketing and communications in compliance with NAMI National guidelines, including creating, publishing, and maintaining newsletters, social media (Facebook, Twitter, Instagram) platforms, website, annual report, events communications, support group calendars.

QUALIFICATIONS/REQUIREMENTS

- 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.
- High-level of motivation and personal accountability; organized and effective at project management.
- Ability to easily shift between “big picture” strategic matters and day-to-day operations.
- Excellent communications skills, including verbal and written communication and presentation skills.
- Ability to easily develop trusted, professional working relationships with diverse stakeholders.
- Unwavering commitment to NAMI Spokane’s mission, vision, and values.
- Empathy and understanding of concerns of people with mental illness, their families, and caregivers.
- Awareness of political climate and mental health issues at the national, municipal, and state level.
- 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.

PHYSICAL REQUIREMENTS: The physical demands described in this job description are representative of those that must be met by an employee (with or without a reasonable accommodation) to successfully perform the essential functions of this job: This job requires prolonged periods of sitting at a desk and working on a computer, and occasional driving/travel.

COMMITMENT TO DIVERSITY, EQUITY, & INCLUSION: 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. We welcome diverse candidates to apply for this position.

SIGNATURE: The signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position. Employment with NAMI Spokane is “At-Will” and nothing in this job description is intended to create or imply a contract or term of employment.

EMPLOYEE SIGNATURE: _____ **DATE:** _____