



 **NAMI** | Seattle

Executive Director Position Announcement



WHO WE ARE

Vision/ Mission:

At NAMI Seattle, 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 life. Our mission is to address the unmet mental health needs within our community through support, referral, education, and outreach.

About NAMI:

We are the local Seattle affiliate of the National Alliance on Mental Illness and the only organization working to fill gaps in our mental health system through peer-led education, referrals, and support - and everything we do is FREE for the people who need it. Originally established as “Washington Advocates for the Mentally Ill” in 1978, we worked with other concerned groups across the country to launch a national advocacy and support organization: The National Alliance on Mental Illness, or NAMI. Today, NAMI is the largest grassroots mental health organization in the nation. For all individuals, but especially those impacted by mental health, our team members actively build an environment free of stigma that doesn't exist anywhere else.



Values:

- Kindness
- Community
- Empowerment
- Integrity



Anti-Racism:

At NAMI Seattle, we are committed to anti-racist practices. Our values guide work that we do to address racial inequities within our organization and beyond.

COMPENSATION

Reports to: NAMI Board of Directors

Annual Salary: \$105,000 - \$110,000



OVERVIEW

NAMI Seattle is seeking an Executive Director (ED) who is a highly motivated leader and big picture thinker able to advance our vision to ensure that NAMI programs and services are available to every person impacted by mental health conditions. This will be achieved by growing our presence, capacity, and continually improving relationships and infrastructure to expand mission reach. The ED, in partnership with the Board of Directors, will lead the effort to further strategic initiatives and lead the organization into its next phase of growth and sustainability.

NAMI Seattle will be best served by the future executive's professional experience, passion for the mission and ability to cultivate strong collaborative relationships that inspire and motivate staff, volunteers and community partners. This will be accomplished in part by a creative spirit, charismatic personality and proven leadership within highly effective organizations. The ideal candidate will embrace and embody NAMI Seattle's organizational values of kindness, community, empowerment, and integrity, and our commitment to diversity, equity, and inclusion. The ideal candidate will also operate from an anti-oppression lens, and be deeply committed to anti-racism work. **We believe that how we achieve our mission is just as important as the mission itself.**

PURPOSE AND ROLE

The successful applicant for this Executive Director position

will possess: experience in effective and successful non-profit leadership, strategic management, fiscal acumen, and strong communication skills with diverse audiences using a variety of methods. The ideal candidate will have a core passion and appreciation for the mission.

The ideal candidate will possess many of the following qualities:

- Experienced leadership capacity and expertise in partnering with boards, staff and key stakeholders to advance a vision
- Excellent management skills with the ability to engage and support staff and volunteers impacted by mental health conditions in a professional setting
- Proven organizational skills including planning, delegating, program development and task facilitation
- Excellent communication skills with high emotional intelligence and extensive interpersonal and relationship-building capacity
- Proven record of collaboration and building a strong team culture within an organization and affiliated organizations
- Desire, drive and a vision for improving program quality and impact
- Action-oriented, strategic, adaptable and innovative with a good sense of humor
- Demonstrated commitment to racial justice and understanding of the impacts of structural racism and bias on underserved and underrepresented communities
- Appreciation and understanding of health equity and the ways mental health intersects with other lived experiences and identities



KEY RESPONSIBILITIES

Leadership & Communication:

Under the direction of the Board of Directors, lead the daily operation of the organization. The ED leads by example, as well as outlines the duties and responsibilities of the employees. Communicate and expand the mission reach by serving as an Ambassador for NAMI's vision. Foster strong relationships with staff, board, volunteers, and adjacent agencies and organizations. Represent NAMI Seattle within larger NAMI organization and in the community. Partner with other NAMI affiliates and other local organizations to further mission reach. Uphold the values and represent the organization in the highest regard in all community interactions.

Board Relations:

Establish and maintain a productive relationship with the Board through open and honest communication, and by supplying the information, tools and resources necessary for the effective governance of NAMI. Engage in strategic planning and visioning finalizing the next Strategic Plan with metrics and benchmarks for success. Actively participate in board development, including the ongoing training, recruitment, and orientation of board members.

Fiscal Management:

In partnership with the Finance Committee and other key staff, develop and manage annual budget monitoring revenue and expenses and making necessary adjustments to ensure the fiscal health of the organization. Work with contract accounting services to maintain sound fiscal practices, controls, record keeping, and reporting.

Fund Development:

In partnership with the Philanthropy Committee, develop and implement an overarching development plan to ensure financial resources for NAMI Seattle's mission. This will focus on continuing to grow the culture of philanthropy across all levels of the organization and implementing strategies to promote donor stewardship and relationship-centered fundraising.

Staff Development and Supervision:

Direct all Human Resource policies and procedures. Provide leadership, staff development and supervision of three direct reports (Administrative Coordinator, Development Manager and Program Manager).

REQUIRED CRITERIA:

- Bachelor's Degree or higher
- Five (5) years nonprofit management experience
- Proven record in a wide-range of successful fundraising activities including individual and corporate giving, grant writing and special events
- Available for consistent evening commitments (approximately 3-4 times per month) and occasional weekend commitments (approximately 4 – 6 times per year)
- Previous experience in mental health sector, personally and/ or professionally is preferred
- Previous experience in a leadership position operating with an anti-bias and anti-oppression approach

COMPENSATION AND BENEFITS:

NAMI's generous compensation package includes:

- Annual Salary: \$105,000 – \$110,000
- Medical, Dental, Vision Benefits (70% paid by employer)
- Professional Development
- Paid Sick and Vacation
- 12 Paid Holidays
- Awesome coworkers!

TO APPLY:

Please submit a resume and a cover letter to search@loveallprice.com, with NAMI Executive Director in the subject line.

Deadline to apply is July 31, 2022.