

NAMI Howard County: Executive Director Job Announcement

Position Summary

NAMI – Howard County, MD Inc. (National Alliance on Mental Illness) (NAMI HC), is seeking an experienced professional to serve as its part-time Executive Director for a small non-profit office. The Executive Director is the key management leader of NAMI HC and reports directly to the Board of Directors. S/he will lead others to achieve the mission and vision and will serve as the public face of NAMI HC. Applications will be accepted and reviewed on a rolling basis.

Primary Responsibilities

- Leadership – With the Board, establishes the strategic direction and carries out the mission.
- Development and fundraising – Leads the ongoing development and implementation of a comprehensive fundraising strategy to expand financial support.
- Marketing – Oversees media and marketing strategies to increase visibility, serving as the primary external contact/spokesperson.
- Management and Supervision – Oversees the development and implementation of programs and policies, with responsibility for all administrative and supervisory matters in connection with operation and maintenance of the affiliate office.
- Relationships with NAMI at the national, state and local affiliate levels and external organizations – Fosters and maintains relationships within NAMI. Forms and participates in related coalitions.
- Advocacy and Public Relations – With the Board, coordinates policy positions and communicates NAMI's positions in interactions with governmental agencies, other advocacy groups and committees.
- Financial Management – Works with the Board Treasurer and the staff to develop an annual budget and manages resources within budgetary guidelines; provides regular financial reports to the Board. Oversees financial review and completion of all state and federal reporting.
- Board of Directors – Assists the Board in meeting its governance responsibilities. Attends Board meetings, reports on progress toward organizational objectives, and identifies appropriate committee structures and committee/Board members.
- Grant Writing – Seeks new funding for NAMI HC and maintains existing funding streams, writes grant applications and completes all reporting to funders.
- Community Outreach – Serves on various workgroups, committees and taskforce as representative for the organization; speaker and presenter as requested in community, conferences, workshops, etc.
- Ex-officio member of all NAMI HC committees

Qualifications

- Commitment to the mission of NAMI; knowledge and experience with mental health conditions and the impact on family systems. Personal experience an asset.
- Demonstrated success in fundraising and donor relations.

- Excellent communication skills in public speaking, writing, and personal interaction.
- Experience in leadership and management, with nonprofit management and supervision of personnel experience.
- Knowledge of governance roles and responsibilities and experience working with a Board of Directors.
- Track record of public policy advocacy and legislative initiatives as well as constructive participation in coalitions and partnerships.
- Experience in managing budgets and financial administration.

Salary / Benefits

The salary starts at approximately \$29,000 for 28 hours a week. Benefits include paid holidays, vacation and sick time, and flexible schedule options.

To Apply

Applications will be reviewed on a rolling basis as they are submitted by applicants.

Please email resume, cover letter, and three professional references (one reference should be from someone you have supervised previously) to: apply.namihc@gmail.com. Subject line: Attn: NAMI HC Executive Director Vacancy

Please no telephone inquiries.