

NAMI Greater Cleveland

A successor is being sought for the current Executive Director who is retiring after 14 years. As NAMI Greater Cleveland's (NAMI GC) professional leader, the Executive Director is responsible for ensuring delivery of the vision and mission of NAMI GC and can guide the future of the organization.

This position requires an accomplished, politically and culturally-sensitive individual with highly developed skills in community building and fundraising, and with exemplary interpersonal skills. The Executive Director must be an effective leader who promotes a productive work environment and can engage and develop staff. As the senior executive responsible for overseeing all aspects of NAMI GC's work, including: Financial Resource Development, Strategy, Planning, the Annual Campaign, Agency Relations, Operations, Finance, Human Resources, Marketing and Communications, the Executive Director must have strong business and organizational skills. In addition, the Executive Director will be responsible for the implementation of the strategic plan, together with outside professional and volunteer leadership, agency partners and key stakeholders.

NAMI GC fills a significant gap in the traditional mental health system as our groups, courses, Helpline and community education programs ensure that all those who need services can access them and receive quality support and education to enhance their recovery. In the coming year, we look forward to developing a strategic plan focused on growth and long-term sustainability of the agency. The new Executive Director will serve a vital role in carrying out the new strategic plan and strengthening the capacity to sustain current and relevant programming while looking forward to considering new programs to raise awareness and enhance fundraising.

The Executive Director works closely with the Chair of the Board and the Board of Directors and oversees seven staff members. Reporting directly to the Executive Director are the Program Director, Development and Special Events Coordinator, and Office Assistant. The other positions, Community Education Coordinator, Peer Support Specialist, Family and Peer Program Coordinator, and Helpline Assistant report to the Program Director under the ED's guidance.

Our Executive Director will:

- Direct and provide oversight for NAMI GC operations to ensure agency success
 - Serve as a community thought leader and spokesperson on mental health/behavioral health issues
 - Manage HR activities for the agency including, hiring, reviewing and, managing employee challenges and separations
 - Provide strong leadership support, coaching and development of staff
 - Ensure that all staff and volunteers adhere to and demonstrate the agency's core values
 - Effectively communicate with staff, volunteers, consumers, members, program collaborators, Board members and key stakeholders
 - Oversee and maintain the NAMI GC budget and financials in conjunction with the Board of Directors
 - Oversee the implementation of NAMI (National, State and GC) policy, procedures and programs
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Essential Functions:

Business Skills

- Demonstrate the ability to build and maintain trusted relationships with all stakeholders, including community partners, funders and board.
- Demonstrate their ability as a fundraiser, and the ability to successfully solicit and steward major donors and high net worth prospects and endowments.
- Be a results-oriented professional with excellent business and non-profit management skills.
- Be comfortable and adept with current technologies such as Microsoft, e-mail, social media and other internet-based tools and services

People Skills

- Be an experienced leader who promotes leadership development and inspires, engages and empowers a high-performing professional staff and volunteers; placing focus on the achievement of shared objectives, while directly addressing any conflicts with appropriate sensitivity.
- Have excellent written and verbal communication and be a confident public speaker.
- Understand the value of NAMI GC's beginnings and its history over the last 12-plus years.
- Can successfully lead and manage through change, by demonstrating the ability to collaborate internally with staff and externally with stakeholders and NAMI GC's peers and volunteers.
- Balance the challenges of a changing philanthropic environment and demographic landscape with the use of traditional approaches which have served the Greater Cleveland community in the past.

Personal Qualities and Style

- Display integrity and credibility in all actions, and is open, accessible and accountable.
- Be able to engage easily with others, be a continuous learner and lead with intelligence and good judgment.
- Consistently demonstrate a passion for and knowledge of the mental health community within Greater Cleveland.

Visionary and Strategic Leadership

- Be able to think and act strategically, understanding and anticipating the implications of decisions and actions on NAMI GC and the community it serves.
- Be able to inspire engagement, participation and commitment from multiple stakeholders and generate enthusiasm for the mission of NAMI GC.

Qualifications and experience:

The ideal candidate will have:

- Minimum of Bachelor's Degree in a mental health field and hold a current license in Psychology, Social Work, Counseling or Psychiatry.
- Minimum of Bachelor's Degree in Mental Health, Public Administration, Business, Human Services or other relevant discipline.
- Master's Degree or advanced degree preferred in relevant field.
- Leadership and management experience in nonprofit, government, academic or business sector.
- Minimum of 5 years' experience in management of a non-profit organization
- A proven record of success in fundraising and stewarding relationships with major donors.
- A successful track record of working effectively with a Board
- Demonstrates ability to ensure a collaborative working relationship between staff and Board and staff and program volunteers.
- Enthusiasm about NAMI GC's mission and the ability to inspire others to create a community dedicated to this and our core values.
- Ability to be a thought leader in the mental health community in Greater Cleveland.

Preferred, but not necessary:

- Advanced degree/independent licensure in relevant field including: Psychology, Social Work, Counseling
- Advanced degree in nonprofit, government, public administration or business administration
- Relevant experience serving on a non-profit board and/or strong committee involvement
- Prior work serving the mental health community as a private counselor or staff of an accredited mental health agency or treatment center

Interested individuals should submit a **cover letter and resume** on/before July 1, 2018 to:
namigcboard@gmail.com