NAMI is the National Alliance on Mental Illness. NAMI Southwest Missouri is the local affiliate for NAMI in the Southwest Missouri area. We are a grassroots, not-for-profit organization dedicated to providing programs and services to individuals and family members impacted by mental illness.

The mission of the NAMI Southwest Missouri is a total commitment to improving the lives of people affected by mental illness, both persons with these brain disorders and their families. This includes providing needed programs, information, services, support, and referrals. NAMI Southwest Missouri also uses education, community outreach, and advocacy to (1) increase knowledge and understanding of mental illness, and (2) improve access to quality care, services, treatment, and opportunities and (3) eradicate the stigma of mental illness.

The Executive Director (ED) works for the Board of Directors to carry out the mission of NAMI Southwest Missouri. The ED coordinates the organization’s staff and volunteers, its programs, and long term fiscal planning. The ED reports directly to the President of the Board but is also accountable to the entire Board of Directors. This is a 40+ hour/week position. The professional office consists of 5 staff members and a large number of volunteers.

Overview:

The Executive Director of NAMI Southwest Missouri will oversee all of the current and future programs of NAMI Southwest Missouri and its volunteers and staff, while maintaining the integrity and high standards of community involvement. The ED will provide direction, vision and leadership toward the goals and objectives of the organization. The ED will serve as spokesperson for the organization, articulating the vision and mission of the organization. Administrative and fiscal oversight will be required. Fundraising experience is necessary. Transparency is necessary. Hands-on work is frequently required at all levels of the job. Participation at community and advocacy events is expected.

Description of Duties:

1. Administration:

   • Evaluate and supervise high-quality staff. Recruit staff when necessary.
   • Oversee the recruitment and supervision of volunteers and members.
   • Develop, implement and coordinate a communication system that facilitates a clear understanding of processes and policies for employees, members, and volunteers.
   • Implement Board approved personnel policies. Ensure organizational compliance with all applicable Federal and State laws, rules and regulations.
   • Build and maintain internship and volunteer positions to assist with the expansion of the mission.
   • Develop, establish and maintain strong relationships with colleagues at NAMI National, NAMI Missouri, and other NAMI affiliates.
   • Develop strategic partnerships with appropriate organizations and people to support persons with mental illness. Report to the Board of Directors and serve as a liaison among staff, members, volunteers, and members of the Board. Development operational efficiencies and technology supports in the office.
   • Build and maintain community and government relationships.

2. Board Duties

   • Help recruit new Board members and assist with overall Board development.
   • Work with the Board and Board committees to develop plans, policies and priorities for staffing, programs, and speaking events.
   • Coordinate information from related agency meetings.
   • Develop Board meeting agenda in collaboration with the Board President to regularly inform the Board of activities relating to the strategic goals of the Board.
3. Fundraising and Financial Oversight

- Work with the Board to develop priorities for grant funding focus. Supervise development staff.
- Oversee applications for new grants that ensure fiscal continuity, affiliate growth and program expansion.
- Develop and maintain relationships with Missouri grant-makers, foundations, corporations and individuals.
- Oversee the preparation and submission of grant proposals.
- Work with Treasurer and Finance Committee to ensure that financial duties are performed within a timely manner; manage organization’s resources within budgetary guidelines.
- Oversee all fundraising initiatives and implement fundraising strategies to meet goals, such as United Way campaigns, specialty fund raising events, membership campaigns, planned giving programs, and grant proposals.
- Develop business and corporate sponsorships.

4. Program Development

- Ensure quality, stability and expansion of programs in areas of family and peer education & support, and community outreach. Ensure programs funded by the Missouri Department of Mental Health are in compliance with DMH requirements.
- Oversee the development and coordination of additional programs and services that support the organization’s mission and priorities.
- Assist board members and volunteers in developing, implementing, and evaluating programs and work plans.
- Build a strong volunteer, member and donor base and facilitate further training and utilization of volunteers; make capacity-building a top priority for the organization.
- Use NAMI National’s and NAMI Missouri’s rich array of resources to enhance NAMI Southwest Missouri programs and services.

5. Communication and Outreach

- Create, maintain and oversee state affiliate organizations. Establish and maintain NAMI National Standard of Excellence and the state charter.
- Network with community and other organizations through public speaking, media presentations, committee work, and through attendance at meetings, workshops and seminars.
- Represent NAMI at local, regional, state and national conferences as determined appropriate by the Board of Directors. Develop long term branding and marketing plan. Oversee the effectiveness of communications and social media efforts.

Skills and Knowledge:
Excellent oral and written communication skills; Outstanding interpersonal and leadership skills using a legislative management style; Ability to work collaboratively with board members, community partners, government entities, corporations, foundations, boards, major donors and other volunteers; Understanding of nonprofits and volunteer supervision; Proficiency with computers and Microsoft Office is mandatory. Sound judgment is essential.

Qualifications:
Bachelor’s degree from an accredited university; three years of relevant experience in an organizational leadership role; Knowledge of mental illness and its impact on the individual, the family, and the community is a plus; passion for the organization’s mission is necessary; Supervisory and leadership experience; Non-profit management experience highly desirable; Experience with grassroots coalition building, advocacy and membership development preferred; Fundraising experience preferred; Professional dress and demeanor required.

Salary: $42,000 to $45,000 per year.

Send resume, including references and salary history, to: resumes@namiswmo.com