



JOB DESCRIPTION

NAMI Arkansas Executive Director

NAMI Arkansas is seeking an Executive Director who has a passion and vision for improving the quality of life for all people affected by mental illness in Arkansas.

Major Function/Accountability

The Executive Director serves as the chief executive officer of NAMI Arkansas by providing direction and leadership toward the achievement of NAMI Arkansas's mission, philosophy, strategy, annual goals and objectives. The Executive Director works closely with the President, Executive Committee, and the Board of Directors. S/he reports to the Executive Committee and the Board.

In this role, s/he acts and advocates on behalf of the Board with respect to NAMI Arkansas's mission, strategy, and daily activities and ensures that its functions are appropriately and responsibly carried out by: (1) Ensuring organizational operations and programs of support, education and training, and advocacy are provided in the highest quality and research-based manner within the fiscal and human resource capacity of the organization; (2) Ensuring the fiscal integrity and stability of NAMI Arkansas; (3) Providing leadership and supervision to staff and volunteers to effectively carry out their assigned responsibilities; and (4) Serving as the primary spokesperson for the organization in public settings, consistent with the mission, policies and activities of the organization.

Major duties and responsibilities include:

Leadership

- Works in concert with the staff, the Board of Directors, affiliate leaders and the general membership to establish strategic direction of the organization and carry out the mission of NAMI Arkansas
- Works to strengthen existing affiliates; works toward expansion of membership and affiliates
- Promotes awareness and visibility of the NAMI vision and direction at the state and local level, ensuring a strong policy and advocacy presence
- Represents NAMI Arkansas in its interactions and collaborations with other organizations, individuals, NAMI National, and the general public
- Builds and/or supports coalitions, as appropriate, among state and local organizations to fulfill the mission and goals of the organization

Management and Supervision

- In compliance with Board policy, decides all administrative and supervisory matters in connection with operation and maintenance of the NAMI Arkansas state office



- Oversees the development and implementation of NAMI Arkansas programs and policies as established by the Board
- Brings together and coordinates across the various programs of the organization to strengthen the work of each program and to gain greater impact from communication, teamwork, and sharing of resources and ideas
- Establishes and communicates expectations for high quality job performance from the staff
- Promotes an office culture that builds on collaborative problem-solving and mutual respect
- Performs required duties in an organized and time-efficient manner

Public Relations and Advocacy

- Works with the Board of Directors to establish policy positions
- Communicates and advocates NAMI Arkansas's position in interactions with State agencies, the State Legislature, other advocacy groups, and committees on which NAMI Arkansas serves
- Fosters and maintains relationships with NAMI National, related advocacy organizations, community organizations, government, educational organizations, and other relevant partners in order to advance policy positions nationally and locally
- Oversees media and marketing strategies that will increase the visibility of NAMI Arkansas
- Primary media contact for NAMI Arkansas and communicates messaging on policy issues to affiliates

Development

- Oversees a comprehensive fundraising strategy for the organization and works to expand philanthropic support for the organization through identification, cultivation, solicitation, and stewardship of individual, foundation, corporate and public sources of revenue
- Ensures the success of the Annual Walk and other fundraising events
- Works with the Board to develop short-term, intermediate, and long-range Board fundraising goals; assists the Board with developing strategies for achieving these goals
- Responsible for the research and submission of all grants, which are written and managed collaboratively with staff or other organizations; serves as the fiscal agent for all federal, state and local foundation grants and the monitoring of the progress of these projects to ensure compliance with the terms of the grants including timely submission of all reports

Financial Management

- Works with Board Treasurer and financial staff to develop an annual budget; manages organization's resources within budgetary guidelines and maintains a balanced budget
- Provides monthly financial reports in to the Board prior to each Board Meeting, including a one-page summary of assets, income, and expenditures for the report period
- Oversees direct purchases and capital expenditures within the limits of the Board-approved budget



- Keeps the Board of Directors fully informed of pertinent issues and/or changes in the financial condition of the organization
- Maintains integrity of financial controls
- Ensures the satisfactory completion of the annual audit

Relationship with Board of Directors

- Attends all Board meetings; attends Executive Committee and other committee meetings as appropriate
- Works closely with the Board to develop strategic plans, policies and priorities
- Provides Board with adequate information to help it reach sound decisions and establish policies
- Provides reports to the Executive Committee and the full Board about progress toward organizational objectives, financial condition, and other issues of concern
- Assists the Executive Committee with Board Development, including identifying appropriate committee structures and committee and Board members

Qualifications

- Bachelor's degree required
- Experience in leadership and management, preferably with 2+ years of upper level management and supervision of personnel
- Ability to focus on details while also understanding big picture plans
- Demonstrated success in fundraising and donor relations
- Demonstrated experience in public policy advocacy and legislative initiatives as well as building and working within coalitions and partnerships
- Ability to establish and maintain effective working relationships with others, to express ideas clearly and concisely in written and oral form
- Experience in acquiring and managing federal, state, foundation and/or community grants and contracts
- Demonstrated skills in providing trainings, public speaking and presentations
- Experience in marketing, public relations, and working with media contacts
- Moderate level of familiarity using technology: primarily Word, Excel, PowerPoint, website maintenance, and social media
- Knowledge of and passion for mental illness, co-occurring disorders, and the impacts on personal and family systems with a focus on prevention, early intervention, and recovery; personal experience encouraged

Contact Information

Send cover letter, resume, and three references in PDF format to: NAMI Arkansas Search Committee at NAMI-AR@NAMIArkansas.org. **Applications accepted through February 8, 2019.** Top candidates will be asked to prepare a formal presentation on March 2nd, so please tentatively reserve this date. We will notify you with more information after the initial application period closes. *No phone calls, please.*