



NAMI  
National Alliance on Mental Illness

# NAMI Santa Cruz County

## Executive Director

### Full-time Exempt Position

Application deadline is 8/5/2018. Early submissions are encouraged. NAMI reserves the right to begin interviews as soon as qualified applicant submissions are received. Incomplete applications will not be considered.

NAMI (The National Alliance on Mental Illness) of Santa Cruz County exists to educate, advocate and support those affected by mental health conditions, their families, friends and our community. We have a dedicated Board of Directors, staff, talented teachers, peer leaders and many other volunteers who together offer various nationally recognized programs and provide a range of compassionate services for families, those living with a mental health condition, schools, providers and the community.

#### **REPORTS TO: The Board President and the Board of Directors**

**Staff Reporting to the Executive Director:** Program Manager, Administrative Coordinator

**SUMMARY:** The Executive Director, in partnership with the Board President and Board, is responsible for executing the vision, mission, leadership and management of NAMI-Santa Cruz County. The Executive Director provides this leadership with a focused commitment to the mission of NAMI in a manner that fosters a culture of collaboration, cultural competence, creativity and accountability.

Responsibilities include fiscal management; resource development; staff and volunteer management; planning; public relations, community development; advocacy; liaison to community agencies and funding sources; and relations with NAMI-SCC's Board of Directors.

#### **GENERAL DUTIES AND RESPONSIBILITIES**

**Oversee the efficient and effective day-to-day operations of NAMI**

**Support the Program Manager, Board, staff, contractors and volunteers** to ensure all of NAMI's education, advocacy and services reflect NAMI's vision, mission and strategic plan

**Support the staff** to ensure volunteers are recruited, tracked in the data system, trained, honored and supported. Responsibilities include but are not limited to:

- ensuring staff tracks new volunteers who express interests & that the volunteers are matched with appropriate placement, training and support
- ensuring support to the Program Manager so that program coordinators and teachers are supported with all aspects of classes, including advertising, recruiting students, registration, data base entry, evaluation and graduation

- ensuring the Program Manager provides support and training meetings for each volunteer group
- ensuring volunteers & peers are supported to attend State and local trainings with coordinated recruitment, hotel, registration, & transportation
- ensuring an annual volunteer appreciation event

**Ensure written procedures & processes** for all programs and projects are followed and/or developed. These include but are not limited to:

- conducting classes
- tracking volunteers in our database
- managing and supporting warm line volunteers
- sending volunteers to state trainings
- scheduling of facilities

**Determine staffing** and ensure the implementation of HR policies, procedures and practices including hiring, timely payroll management, staff reviews & staff development

**Support the board** in its work to keep itself informed, educated, trained and having a pipeline and process for bringing on new board members. Support an annual board retreat.

**Ensure confidentiality is maintained**

### Fiscal management

- Develop and manage the annual budget in conjunction with the Board. (\$250K+)
- Monitor and report to the Board on the finances at regular board meetings in accordance with our NAMI procedures and state and federal guidelines governing 501(c) 3 organizations
- Provide financial accountability and follow all contract agreement procedures with funders. These responsibilities include but are not limited to the following:
  - budget planning including regular updates & projection reports to the board
  - maintaining a grants & contract calendar with clear requirements for each funder
  - completing grant reports and applications in a timely manner
  - ensuring timely submittal of invoices for contract payments from grantors
  - maintaining files of evaluation forms & quotes from program participants for use in grants

### Resource development

- Work with the Board, staff and volunteers to meet or exceed the short and long term funding goals of NAMI, including but not limited to grants, donor campaigns, fundraising events and planned giving. Annual work includes but is not limited to the following:
  - Managing the annual Celebrate Event, engaging volunteers and community, and the general event plan that includes securing sponsorships, community promotion and all logistics
  - managing the annual Celebrate Event,
  - managing the annual holiday appeal
  - managing the annual Human Race
  - providing excellent donor stewardship: timely processing of donations, thank yous & regular donor development and contact
  - developing new donors and new grant resources
  
- In partnership with the Board, develop and cultivate strong relationships with funders, donors and community members

### Advocacy

- With the Board and staff, establish and maintain strategic relationships with key individuals and organizational networks such as but not limited to peers, peer organizations, policy makers, County Behavioral Health Department, Telecare Behavioral Health Unit, managed care organizations/agencies, law enforcement, etc.
- In partnership with the Board, act as an external leader of NAMI through such avenues as public speaking, media, civic groups, faith based organizations and community events
- In partnership with the Board, manage NAMI's advocacy activities and campaigns, working to improve mental health services

### DESIRED QUALIFICATIONS:

- B.A. or advanced degree or a minimum three to five years of progressively responsible experience in the leadership areas listed above. Experience/education may be substituted.
- Deep connection to the NAMI-SCC mission, with the ability to build rapport with individuals and families affected by mental health conditions
- Excellent management and leadership skills, with the ability to develop strong relationship across a diverse spectrum of stakeholders
- Experience in community advocacy

- Experience in the development and management of volunteers
- Excellent written, public speaking and interpersonal communication skills
- Experience in fund development & donor stewardship
- Experience in grant writing, managing and reporting
- Experience in leading strategic organizational planning, growth and change
- Familiarity with nonprofit budget management
- Strong computer skills in MS office and familiarity with excel and database management
- Experience in Salesforce a plus
- Experience with social media a plus

**DEMONSTRATED ABILITY TO:**

- Demonstrate diplomacy and tact and maintain confidentially working with volunteers, donors, staff and Board Members
- Adapt to a changing environment with the ability to respond to and manage with a calm, mindful approach
- Inspire a high functioning team that values trust, communication, attention to detail, and accountability
- Be a problem-solver, strategic planner, and critical thinker
- Be committed to NAMI's mission and goals

**OTHER REQUIREMENTS:**

- Must pass criminal background check and maintain a clean record
- Must provide own transportation, have a valid CA Driver's license, be insured and have a good driving record
- Must be able to stand, walk, and work at a computer for full workdays
- Must be able to safely lift up to 50 pounds and satisfy reaching requirements

**COMPENSATION & BENEFITS:**

- \$68,000-\$74,000, dependent upon experience and education
- NAMI offers two weeks of annual vacation plus 11 observed holidays. Sick days are accrued according to law. Additional benefits are currently under review by the Board.

**APPLICATION:**

- A cover letter summarizing qualifications and indicating your specific interest in the position.
- Resume.
- A document or a sample of a document previously written by the applicant to communicate to a Board of Directors, a major donor, a funder, a Budget Committee or an area the applicant views will best represent him/herself. The sample can be up to 2 pages.
- A list of three professional references including name, phone number and e-mail and connection to them. References will not be contacted unless the applicant is a final candidate.
- Interviewed candidates may be asked for additional materials

**Incomplete applications will not be considered.** E-mail materials in PDF form to Brad Pilkington, bpilkington@frontst.com. 831-420-8020 x107. Thank you for your interest in NAMI of Santa Cruz County.

*NAMI of Santa Cruz County is an equal opportunity employer.*