NAMI Alaska Executive Director Position Description

NAMI Alaska is the state chapter of the National Alliance on Mental Illness (NAMI), the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. NAMI Alaska’s mission is to provide education, support, advocacy, and public awareness for Alaska NAMI Affiliates, individuals, their families, friends, and community members whose lives are affected by a mental health condition.

The Executive Director (ED) is a half-time, nonprofit professional that serve as the key management leader to further the NAMI Alaska mission, and management of all fund development, community outreach, programs, administration, and volunteers/staff.

The ED must be able to work from a home office, and perform duties, including attending periodic meetings, scheduled outside standard business hours (e.g., evenings and/or weekends.)

**Responsibilities:**
Under the direction of the Board of Directors, through the board chair, the Executive Director is responsible for:

**Fund Development and Management:**
- Oversee financial development to ensure that financial resources are available to support approved plans, meet long-term financial needs, and respond to new opportunities.
- Fully maximize fundraising opportunities, donations, and grants. Review and/or prepare grant applications for approval of the Board President and responsible for ensuring compliance with the terms of the grant.
- Develop and nurture relationships with diverse donors and funding organizations, and local businesses to secure sponsorships for special events, programs, and activities.
- Manage funds to maximize available resources.
- Work with the Treasurer and bookkeeper, and responsible to the Board of Director’s to provide oversight of the financial performance and stability of the organization; propose an annual budget, ensures that financial reports and budget documents are maintained in a timely fashion and in accordance with the law, NAMI Alaska’s policies, and best practices.
Communication, Outreach, and Advocacy

- Relate to, advise, and convey empathy for those who live with a mental illness and their family members, referring to other appropriate resources, if needed.
- Advocate for those with mental illness and their families and work consistently to erase the stigma attached to mental illness.
- Serve as liaison between Alaska affiliates and NAMI National.
- Responsible for the enhancement of NAMI’s image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- Serves as NAMI Alaska’s primary spokesperson to the organization’s constituents, the media, and the general public. This includes speaking to large and small audiences and participating in media interviews.
- Maintain up-to-date knowledge of mental illness, government legislation affecting mental illness, and NAMI National precepts and requirements (all media).
- Ensure effective communication to all stakeholders, including the Board of Directors, volunteers/staff, NAMI members, donors, community stakeholders, and strategic partners. Collaborates with other mental health organizations on common goals.
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function correctly and to make informed decisions.
- Work with the Board to oversee website and other communications to ensure NAMI Alaska’s mission is being fulfilled and communicated properly.
- Assure that databases are accurately maintained for all purposes, including e-newsletter, advocacy alerts, membership communication, etc.

Education and Support Programs Oversight

- See NAMI’s mission as a major priority; foster development of programs and services that inspire acceptance of empathy for individuals who have mental illness for a variety of stakeholders.
- In conjunction with the Board, cultivate and develop new Affiliates. Maintain a statewide list of Affiliate and provider resources.
- Organize and evaluate NAMI Alaska’s education and support programs, including trainers, classes, support groups, etc.
- Work with affiliates to continually recruit teachers, facilitators, guest speakers, and program participants.
- Works closely with staff and volunteers to ensure all programs are running smoothly and expanding in line with the organization’s resources and strategic plan.
Organizational Management:
• Oversee the day-to-day operations of NAMI Alaska, including the management of programs, volunteers, and staff, ensuring that organizational resources are focused on the mission and that quality programs and services are provided to the community.
• Work with the Board, to develop and implement effective operational systems and policies.
• Oversee the payroll processes, safety standards, and human resource policies.
• Work with the Board of Directors to ensure that NAMI Alaska meets the Standards of Excellence set by NAMI to maintain NAMI Charter status.
• Responsible for hiring, supervising, and retaining volunteers/staff. Able to attract and supervise competent staff, interns and volunteers, including coaching, empowering, and providing feedback.
• Work extensively with volunteers to maximize their talents. Maintain a list of people who have special skills and/or are willing to contribute time to NAMI Alaska projects.
• Ensure commitment to and compliance with all applicable laws and regulations across the organization.
• In collaboration with the Board of Directors, assure proper maintenance of all official records, policies, and documents, and adherence to NAMI Standards of Excellence.

Leadership and Vision:
• Provide direction on annual goal setting and implements the Board-approved strategic plan. Work with the Board of Directors to develop and maintain the current strategic plan to fulfill NAMI Alaska’s mission and role.
• Promote an organizational atmosphere of mutual support and empowerment.

Board Relations
• Serve as a non-voting, ex-officio member of the Board of Directors, the Executive Committee, and other committees as necessary.
• Assist the Board with all planning needed to carry out the goals of NAMI Alaska in accordance with the bylaws and strategic plan.
• Through the Board President keeps the Board informed of new issues and controversies.
• Submit monthly Executive Director briefs and financial reports to the Boards of Directors.
• Providing on-going support to the Boards of Directors and Board Committees and responding to their needs.
• Other duties as assigned.
Qualifications:
- Passion for the area of mental health and wellness, and deep commitment to supporting those who live with mental illnesses and their loved ones.
- Working knowledge of fundraising strategies, grant writing and donor relations.
- Bachelor’s degree required with preference given to a master’s degree in social work, public administration, nonprofit management, or related fields.
- 3-5 years management-level experience in non-profit organizations required.
- 2-3 years experience in the areas of education, public speaking, writing, management, and leadership.
- Clear sense of integrity, with a commitment to ethically and empathically serving individuals and families living with mental illness.
- Strong critical thinking and interpersonal skills, with the ability to develop strong relationships and advocacy across a diverse spectrum of stakeholders.
- Willingness to accept new challenges and assignments.

Skills and Personal Characteristics
- Ability to provide leadership in growing and sustaining a nonprofit organization.
- Understand Alaska’s mental health systems.
- Excellent written, public speaking and oral communication skills. Strong aptitude for presentation and relationship development, and an ability to articulate a compelling organizational vision to widely diverse audiences.
- Excellent interpersonal, networking, and cross-cultural skills.
- Compassion and empathy.
- High ethical standards, with demonstrated transparent and high integrity leadership.
- Ability to effectively work and collaborate with the board, committees, volunteers, and community partners.
- Ability to develop successful partnerships with other organizations.
- Ability to work well under pressure and adapt easily to changing situations and priorities.
- Good judgment and self-confidence.
- Tact, diplomacy, and consensus building skills.
- Creativity and imagination.
- Computer literacy, including the use of Microsoft office programs, email, database management, and social media.

Evaluation Criteria:
A successful Executive Director demonstrates:
- Accuracy and familiarity with all aspects of the organization.
• Ability to plan, organize, schedule and complete work.
• Follows through on details.
• Takes initiative and action when required.
• Professional in dress and conduct in order to meet or exceed expectations.
• Eagerness and ability to accept new challenges.
• Performance is evaluated on a results basis as compared to the approved workplan and performance standards.
• Additional goals established by the Board.

Compensation and Benefits:
• Compensation, for the first year, is $42,000 - $50,000 DOE paid on a contract basis.
• Paid travel for training opportunities, including NAMI National’s annual conference.

How to Apply:
NAMI Alaska is an equal opportunity employer and welcomes candidates from diverse background. Submit resume and letter of interest to the NAMI Alaska Board of Directors at alaskanami@gmail.com.