

NAMI Southeast Minnesota's Board of Directors Seeks Executive Director

The NAMI Southeast Minnesota Board of Directors is pleased to announce an exciting job opportunity for an Executive Director to further the organization's mission to create mental wellness through listening, advocating, supporting and leading.

NAMI Southeast Minnesota, located in Rochester, MN and serving 6 southeastern Minnesota counties, is a local affiliate of the National Alliance on Mental Illness (NAMI), the nation's largest grassroots mental health organization. The Executive Director is the organization's Chief Executive Officer, with responsibilities to oversee and implement the organization's strategic plan, direct human resources (at present, a staff of 4 and coordination of volunteers) and amplify the voice of lived experience in local mental health initiatives.

REQUIRED QUALIFICATIONS

- Bachelor degree or equivalent experience. Master's degree preferred.
- Strong understanding of financial management and fundraising
- Successful grant writing and fundraising experience
- Proficiency with computer applications including Microsoft Office, donor relationship management and accounting software
- Previous supervisory and/or leadership experience
- Strong interpersonal and communication skills
- Exhibit independent judgment in the development, implementation, and evaluation of plans, procedures and policies
- Ability to read, analyze, and interpret business periodicals, professional journals, financial reports and government documents
- Can skillfully handle the apparent paradox of both leading and being led by volunteers
- Ability to build consensus and resolve conflicts positively

PREFERRED QUALIFICATIONS

- Experience working with individuals and families affected by mental illness
- Previous experience as a leader or director in a nonprofit
- Member of NAMI Southeast Minnesota

JOB RESPONSIBILITIES

Organizational Health

- Responsible for staff recruitment and retention, assuring compliance with appropriate employment and safety laws
- Manages staff development by conducting annual performance evaluations, goal setting activities and policy reviews; links staff with professional development opportunities
- Recruits and assists in training practices and utilization of volunteers to further the mission of NAMI Southeast Minnesota
- Builds and maintains a strong working relationship with NAMI Minnesota
- Coordinates membership recruitment and retention efforts
- Executes all contracts on behalf of the organization

Financial Vitality

- Seeks and pursues grants and donations.
- Develops and manages the organization's budget, in conjunction with the Board of Directors and Finance Committee
- Directs fundraising activities including NAMIWalks, direct mail campaigns and others as requested

Program Development and Public Awareness

- Represents NAMI SE MN within the community through presentations, participation in mission-related committees, organizational partnerships and advocacy efforts
 - Speaks clearly and expresses self well in groups and one-on-one settings
 - Acts courageously in taking a stand on difficult issues
 - Creates support, energy and commitment for agency's goals and mission
 - Delivers clear, convincing and well-organized verbal/written presentations
- Oversees scheduling and coordination of NAMI programs as needed
- Lead organizational communication efforts
- Seeks exposure for NAMI SE MN through marketing initiatives, collaboration with other agencies and media outlets such as newspaper, radio, social media and television
- Tracks and reports outcomes related to NAMI programs and grant activities

HOURS

Full time, salaried, some evening and weekend obligations. Eligible for Paid Time Off (PTO), Health, Dental, and Vision Insurance, SIMPLE IRA retirement plan with matching contributions.

TOTAL COMPENSATION RANGE

Commensurate with experience, \$55,000-\$75,000.