

The Executive Director reports to the NAMI Southeast Minnesota Board of Directors and serves as the top administrator of the organization with responsibilities to oversee and implement the strategic plan and supporting policies and procedures developed by the Board of Directors.

**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***

- Manages staff development by conducting annual performance evaluations, goal setting activities and policy reviews; links staff with professional development opportunities; assures compliance with appropriate employment and safety laws
- 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
- Coordinates annual volunteer recognition

***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 and organizational partnerships
  - 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) and other benefits.