

Executive Director Job Posting

NAMI SWI Mission Statement:

The mission of NAMI SWI is dedicated to providing support, education and advocacy for persons with mental illness, their families and others whose lives are affected by these diseases.

Overview:

The Executive Director of NAMI SWI will oversee all of the current and future programs of the affiliate, its volunteers and staff, while maintaining the integrity and high standards of community involvement in our area. ED would be working with the board to implement the current Strategic Plan while planning towards a greater vision is critical. Administrative and fiscal oversight will be required. Grant writing and fund-raising ability is necessary and key component of the position. Hands-on work is frequently required at all levels of the job. Participation at community and advocacy events is sometimes expected.

This position holds great rewards for hard work in a deeply gratifying role.

Description of Duties:

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| 1. Administration | 3. Fundraising and Financial Oversight | 4. Program Development |
| 2. Board Assistance | | 5. Communication and Outreach |

Knowledge, Skills and Abilities:

- Excellent oral and written communication skills.
- Outstanding interpersonal skills
- Applied knowledge of individual, corporate, government and foundation development strategies or ability to learn.
- Ability to work collaboratively with community partners, corporations, foundations, boards, major donors and other volunteers.
- Understanding of nonprofits and volunteer supervision.
- Proficiency – moderate to advanced – with computers and Microsoft Office software is mandatory.
- Database experience is extremely helpful.

Qualifications:

- College degree and/or life experiences required.
- Relevant experience in a leadership role in the field of human services and/or business development.
- Knowledge of mental illness and its impact on the individual, the family, and the community.
- Successful grant writing experience with foundations, corporations, or government agencies of ability to learn.
- Supervisory and/or leadership experience.
- Nonprofit experience highly desirable.
- Experience with grassroots coalition building, advocacy and membership development preferred.
- Professional dress and demeanor.