

## **Executive Director Position Announcement December 2023**



**NAMI Wake County  
P.O. Box 12562  
Raleigh, NC. 27605**

**Position Profile: Executive Director  
Hiring range is \$70,000 - \$85,000 plus benefits  
Applications will be accepted until position is filled**

# The Opportunity

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NAMI Wake County (NWC) is an affiliate of the National Alliance on Mental Illness (NAMI) nationwide network, including NAMI North Carolina and NAMI National. NAMI is the nation's largest grassroots, volunteer supported mental health organization dedicated to building better lives for millions of Americans affected by mental illness. NWC's vision is a diverse, equitable, and inclusive community where mental health is valued, and individuals affected by mental health challenges have access to quality resources to live healthy, fulfilling lives. We have been in operation for over 35 years in Wake County.

## NAMI Wake County

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The National Alliance on Mental Illness (NAMI) Wake County's (NWC's) mission is to provide support, education, advocacy, and public awareness so that all individuals, families, and communities facing mental health challenges can live better lives. As mental illness has touched almost everyone, either directly or indirectly, and even more so throughout the pandemic, NWC is committed to building capabilities to grow our contribution in closing the gap between the supply and the need for services in our communities.



NWC is currently looking for a leader with a passion for the mission. Someone who can roll up their sleeves to lead and work alongside the Board of Directors and staff to work on each of our overarching goals and supporting action plans. Building the relationships outside of NAMI, with people and organizations who either deliver services to the community, and to help fund our efforts to do so, will be critical to our success. Passion for the mission, and a purposeful but caring approach to developing key relationships will be paramount.

Over the past three years, NWC has built its Board of Directors into a helpful, capable and committed group of passionate advocates dedicated to building an enterprise that helps people in need. All Board members have personal, family or friend experience with mental illness and are trying to access and provide needed services. Some members work in the mental health or wellness field. NWC recently completed a strategic planning process, resulting in the direction that the organization will be focused on, with an emphasis on the following 3 goals:

- **CATALYST:** We will be a catalyst to ensure mental health resources are available, accessible, and easy to navigate in Wake County
- **IMPACT:** We will improve the lives of individuals in all Wake County communities via support and education programs
- **SUSTAINABILITY:** we will advance a sustainable organizational model to support delivery of the NWC mission

## The Location

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The “Triangle” area of North Carolina is home to more than two million people and ten colleges and universities. The Research Triangle Park boasts hundreds of companies and is the largest research park in the United States. The Triangle is located midway between one of the longest coastlines in the country and the highest mountain peaks east of the Rockies, enjoying the benefits of mountains and sea.



## Position Overview

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The Executive Director is responsible for the successful leadership, development, and management of the organization in partnership with the Board of Directors. This includes oversight of all current and future programs of the affiliate, its volunteers and staff, while maintaining the integrity and high standards and rate of community involvement in our area. Working with the Board to implement the current Strategic Plan while planning toward a greater vision is critical. Positioning NWC for successfully pursuing public and private funding opportunities is a key component of the position. Hands-on work is frequently required at all levels of the job. Administrative and fiscal oversight is required. Participation at community and advocacy events is expected when appropriate. The position is office-based in Raleigh for now, with the potential to transition to hybrid if organizational conditions allow.

### **Primary Duties and Responsibilities:**

#### ***Leadership***

- Provide leadership to staff and volunteers to achieve goals and objectives and advance NWC in its Mission
- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization. Pursue funding and partnering opportunities that enable the plan to succeed

- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization
- Foster effective teamwork between the Board of Directors and the Executive Director and between the Executive Director and staff
- Act as a spokesperson for the organization, along with the President and other Board members
- Conduct official correspondence on behalf of the Board of Directors or jointly with the Board as appropriate
- Represent the organization at community activities to enhance the organization's diverse community profile and position the organization for furthering its mission and visibility

#### ***Fundraising and revenue generation***

- Oversee the development and implementation of fundraising plans and funding proposals to increase the funds of the organization
- Raise money to fund the annual budget of the organization through events, grant writing, and donor stewardship
- Expand the funding base for NWC by increasing existing funding sources and developing new ones
- Expand the breadth and depth of relationships and collaborative partnerships that will lead to sustainable funding streams and significant philanthropic investments in NWC's future
- Engage with the Board of Directors to help secure adequate funding for the operation of the organization

#### ***Operational planning and management***

- Develop an operational plan incorporating goals and objectives that work towards the strategic direction and sustainability of the organization
- Ensure that the operation of the organization meets the expectations of its clients, Board of Directors, and Funders
- Oversee efficient and effective day-to-day operation of the organization, and align resources and job duties to accomplish its goals and objectives
- Draft policies for the approval of the Board of Directors and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board of Directors as appropriate
- Ensure that personnel, client, donor, and volunteer files are securely stored, and privacy/confidentiality is maintained

#### ***Program planning and management***

- Oversee planning, implementation, and evaluation of the organization's programs and services
- Ensure that programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board of Directors
- Monitor day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee planning, implementation, execution, and evaluation of special projects

#### ***Human resources planning and management***

- Determine staffing requirements for organizational management and program delivery

- Oversee implementation of human resources policies, procedures, and practices including the development of job descriptions for all staff
- Establish a positive, healthy, and safe work environment following all appropriate legislation and regulations
- Recruit, interview, and select staff with the right technical and personal abilities to help further the organization's mission
- Implement a performance management process for all staff that includes monitoring the performance of staff on an ongoing basis and conducting an annual performance review
- Coach and mentor staff as appropriate to improve performance

#### ***Financial planning and management***

- Work with staff and Board Treasurer to prepare a comprehensive budget
- Ensure that sound nonprofit organization bookkeeping and accounting procedures are followed and that required tax and other filings are submitted
- Administer funds of the organization according to the approved budget and monitor the monthly cash flow of the organization

#### ***Marketing, communications, and public relations***

- Work to build a strong identification of the NWC brand to ensure the ability to leverage financial, programmatic, and fundraising opportunities available to the organization
- Oversee all communications including the monthly newsletter, annual report, website, email, social media and other general communications

#### ***Community relations/advocacy***

- Communicate with funders/members to keep them informed of the work of the organization and to identify changes in the diverse communities served by the organization
- Establish good working relationships and collaborative arrangements with diverse community groups, funders, politicians, and other organizations to help achieve the goals of the organization
- Participate in fundraising activities as needed

### **Desired Attributes and Qualifications**

- Familiarity with NAMI at the affiliate, state, or National level is preferred.
- Passion for mental health and for serving persons with mental illness
- Five or more years of progressive management experience, preferably in a nonprofit organization or prior Executive Director experience in a nonprofit organization
- Visionary who can create and share a vision for the organization
- Strong interpersonal, conflict resolution, and empathetic communication skills
- High emotional intelligence including understanding and sensitivity to persons of diverse backgrounds who may have lived experiences with mental illness
- Demonstrated success in increasing revenues and philanthropic investments of public and private sources. Strong grant writing and project management skills
- Experience writing grants and fundraising
- Complex project and organizational management experience including planning, delegating, and process development
- A proven track record in building and maintaining relationships that foster a spirit of collaboration

- Effective communication skills including public speaking, presenting, and testifying at the Legislature
- Strong financial management skills, including budgeting, decision-making, and reporting
- Commitment to diversity, equity, inclusion, and accessibility
- Proficient in standard computer applications and data management
- Ability to pass a criminal background check

### **Compensation/Benefits**

The salary range for the position is \$70,000 to \$85,000 per year depending on experience. This is a full-time exempt position with the expectation that the Executive Director will sometimes work evenings and weekends to attend Board Meetings and represent the organization at public events. The benefits package includes a performance-based bonus, 10 paid holidays, additional paid time off, up to 10 team-wide/organization-wide wellness as approved by the Board, and monthly healthcare and mobile phone stipends. NWC is an Equal Opportunity Employer (EOE).

### **To Apply**

To apply for this position, please send a cover letter and resume to Dan Steever, NWC Search Committee Member at [dsteever@nami-wake.org](mailto:dsteever@nami-wake.org).