

## **Executive Director NAMI Sarasota County**

### **Description**

Are you interested in improving the lives of those affected by Mental Illness? If so, NAMI Sarasota County ([www.namisarasotacounty.org](http://www.namisarasotacounty.org)) a local affiliate of the National Alliance on Mental Illness ([www.nami.org](http://www.nami.org)), is looking for an experienced Executive Director. NAMI Sarasota County receives no government funding and is supported by membership dues, grants, and revenues raised through various annual fundraising efforts and is in the heart of beautiful downtown Sarasota, FL,

The Executive Director position is a part-time, exempt position, responsible for providing leadership for NAMI Sarasota County's mission and for the management of all programs, activities and future staff of the organization.

Reporting to and under the direction of the President of the Board of Directors, the Executive Director is responsible for the Management, Leadership, Fund Development, Education & Support Programs Oversight and Communications, Outreach & Advocacy of NAMI Sarasota County as outlined below.

### **Management:**

- Oversees the day-to-day operations of NAMI Sarasota County including management of programs and volunteers ensuring that organizational resources are focused on the mission and that quality programs and services are provided to the community;
- Works with the Treasurer to provide oversight of the financial performance and stability of the organization; ensures that financial reports and budget documents are maintained in accordance with the law and best practices;
- Oversees the payroll processes, safety standards and human resource policies;
- Works with the Board of Directors to ensure that NAMI Sarasota County meets the Standards of Excellence set by NAMI National to maintain NAMI affiliation status.

### **Leadership:**

- Works with the Board of Directors to provide strategic direction and policies that encompass long and short-term plans;
- Implements performance measurements that will guide both strategic and operational decision-making;
- Partners with the Board to build and sustain long-term relationships with key donors and other key stakeholders. Builds and maintains relationships with other mental health providers and community partners.

### **Fund Development:**

- Oversees financial development efforts to ensure that financial resources are available to support approved plans, meet long-term financial needs and respond to new opportunities;
- Works with the Fund-raising committees on sponsor/donor solicitation and grant development.

### **Education & Support Programs Oversight:**

- Provides oversight of NAMI Sarasota's education and support programs, including classes, support groups and phone warm line;
- Works closely with volunteers to ensure all programs are running smoothly and expanding in line with the organization's resources and strategic plan.

### **Communications, Outreach & Advocacy:**

- Ensures effective communication to all stakeholders, including board, volunteers, NAMI members, donors, community stakeholders and strategic partners;
- Oversees website and e-newsletter to ensure NAMI Sarasota County's mission is being fulfilled and communicated properly;
- Serves as liaison with NAMI Florida and NAMI National;
- Works with the Board to ensure that outreach and advocacy efforts are successfully educating the public about NAMI and about mental health;
- Serves, along with the Board of Directors, as a spokesperson, liaison and public representative for NAMI Sarasota County – this includes, but is not limited to, public speaking to large and small audiences and participation in TV, radio and newspaper interviews.

### **Qualifications/Competencies**

The ideal candidate will have:

- A Bachelor's Degree with a minimum of three years management experience, preferably in the nonprofit sector.
- Ability to provide leadership in growing and sustaining a nonprofit organization.
- Experience with financial statements, budgets and reporting systems.
- Proven success in raising money for an organization and/or program.
- Demonstrated knowledge about mental health.
- Track record of developing successful partnerships with other organizations.
- Demonstrated success in working with a board of community volunteers.
- Ability to articulate a compelling organizational vision to diverse audiences.
- Ability to work successfully in a culturally and ethnically diverse community.

- Excellent written and oral communication skills.
- Ability to work with individuals with varying levels of education and experience.
- Ability to work well under pressure and adapt easily to changing priorities.
- Willingness on occasions to work evenings and weekends to attend meetings and events.
- **Ability to maintain the confidentiality of all NAMI's business and client information**
- Good judgment and self-confidence
- Tact, diplomacy and consensus building skills.
- Creativity and imagination.
- Compassion and empathy.
- High ethical standards.

**Physical Demands and work environment:**

*Physical demands*

While performing the duties of this job, the employee is required to: walk, sit, use hands and fingers to handle or feel objects tools or controls; reach with hands and arms; balance, stoop; talk or hear.

**Work environment:**

While performing the duties of this job, the noise level in the work environment is usually moderate.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Part time – exempt – approximately 30 hrs/wk
- Salary: \$32,760 - \$39,000 DOE
- Required Work Authorization: United States
- Start: Immediately
- Evenings 2-3 per month; and occasional weekends
- Benefits:
  - ✓ 10 days PTO after successful completion of 6 months
  - ✓ Travel costs reimbursed



A Job offer is contingent upon the successful completion of **background check**. We reserve the right to rescind this offer with NAMI Sarasota County should the results of your background investigation not successfully meet our Company standards.

**At- Will employment**

Employment with **NAMI Sarasota County** is for an unspecified duration that constitutes **at-will employment** and that either you or the company can terminate this relationship at any time, with or without cause.

**Eligibility to work in the US**

If an offer is made candidate will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form (I9) upon hire.

To apply:

1. Send letter of interest and resume to:  
Nami Sarasota County Office,  
The Center for Arts and Humanities, Suite 301  
1226 Tamiami Trail,  
Sarasota, FL 34236
2. To apply via email or for more information on the position reply to [info@namisarasotacounty.org](mailto:info@namisarasotacounty.org)  
NOTE: Please make subject line of email **ED Job Application**

**Applications must be received no later than 5PM on February 16<sup>th</sup> 2018 for consideration.**