



## Job Description

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| <b>Job Title:</b>            | <b>Executive Director</b>                               |
| <b>Reports to:</b>           | NAMI Multnomah Board of Directors                       |
| <b>Employment Status:</b>    | .75 FTE through June 2018, Full-time thereafter, Exempt |
| <b>Salary:</b>               | \$65,000, Kaiser health coverage, benefits              |
| <b>Location:</b>             | NAMI Multnomah – 524 NE 52nd Avenue, Portland, OR 97213 |
| <b>Application Deadline:</b> | Friday, January 12, 2018, 5:00 PM                       |

**Organizational Description:** NAMI Multnomah is the Portland metro affiliate and one of 1100 nationwide affiliates of NAMI (National Alliance on Mental Illness) the nation's largest grassroots mental health organization. Our mission is to improve the quality of life for individuals and families living with mental illness through support, education and advocacy. NAMI Multnomah's volunteers deliver our peer-led programs and support groups across the county, offering the unique understanding of people with lived experience.

**General Description:** The Executive Director is the Chief Executive Officer of NAMI Multnomah. The Executive Director reports to the Board of Directors, and is responsible for the organization's consistent achievement of its mission and financial objectives. The Executive Director will have overall strategic and operational responsibility for staff, programs, expansion, and execution of the mission. **The Director will** initially develop knowledge of the field, core programs, operations and business plans in a culturally responsive manner.

### **Program Development & Administrative Responsibilities:**

1. Assure that the organization has a long-range strategy which achieves NAMI Multnomah's mission, and makes consistent and timely progress toward this goal.
2. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff.
3. Carry out plans and policies authorized by the Board.
4. Promote active and broad participation by volunteers in all areas of the organization's work.
5. Develop systems to ensure maintenance of official records and documents and compliance with federal, state and local regulations.
6. Engage partner organizations and funders to ensure agency involvement in the community.
7. Ensure effective systems to evaluate program goals and outcomes and communicate results to the Board, funders and other constituents.
8. Maintain a working knowledge of significant developments and trends in the field.
9. Participate with the Board to develop the Board and build Board involvement with strategic direction and fund development.

**Communication Responsibilities:**

1. See that the Board and staff are kept fully informed on the condition of the organization and all important factors influencing it.
2. Identify and support strategies to publicize organizational activities, programs and goals.
3. Establish sound working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and beliefs of the organization to agencies, organizations, and community.

**Human Resources Responsibilities**

1. Be responsible for the recruitment, employment, and release of all personnel.
2. Ensure that sound human resource practices are in place, including developing job descriptions, conducting regular performance evaluations, and establishing wage equity.
3. See that an effective management team, with appropriate provision for succession, is in place.
4. Encourage staff and volunteer development and education.
5. Maintain an atmosphere which attracts, keeps, and motivates a diverse staff.

**Budget & Finance Responsibilities**

1. Be responsible for developing and maintaining sound financial practices.
2. Work with the staff, Finance Committee, and the Board in preparing a budget; then ensure that the organization operates within budget guidelines.
3. Develop and implement a long-term fundraising strategy ensure organizational stability and to permit the organization to carry out its core goals and mission.
4. With the President and Secretary of the Board of Directors, conduct official correspondence of the organization, and jointly, with designated officers, will execute legal documents.

**Qualifications**

The Executive Director will be committed to the mission. Candidates should have proven leadership, employee coaching and relationship management experience.

- Have experience successfully building and working collaboratively with a nonprofit Board of Directors and agency staff. Volunteer program management a plus.
- Demonstrated ability to prepare, review and manage budgets and cash flow and make budget adjustments as required.
- Demonstrated ability to expand the programs, visibility and fundraising capacity of NAMI Multnomah.
- Experience creating and maintaining partner agency relationships, as well as negotiating and managing contracts with government agencies.
- Have knowledge and experience in nonprofit leadership and how nonprofits work.
- Have demonstrated ability increase the financial strength of NAMI to expand programs and grow membership.
- Identify and secure additional financial support through prospective donors, grants, contracts, and new funding streams.
- Be familiar with and understand standard financial reports.
- Demonstrate knowledge and experience working with diverse populations and implementing culturally responsive programs and policies.

To Apply

**No phone calls please.**

***APPLICATION PACKET MUST INCLUDE:***

1. A **Cover Letter**, no more than 1-page in length, indicating:
  - Why you see yourself as an effective candidate for this position.
  - How your experience and talents fit the criteria included in the job announcement.
2. A complete **resume** no more than 2-pages in length, including dates of employment.
3. The names and contact information for three **professional references**.
4. A **supplemental narrative**, not to exceed 2-pages, answering the following questions:
  - Summarize your understanding of peer-based mental health services and mental health recovery.
  - What does cultural responsiveness look like to you?
  - Describe your management philosophy, including human resources, raising money and program development. Please provide an example of how you overcame a road block in the past, and how that has impacted your strategy today.

**Email all four components in the above order, as one PDF with your LASTNAME\_FIRSTNAME in the title of the file by Friday, January 12, 2018 to [om@namimultnomah.org](mailto:om@namimultnomah.org).**