



**Position Title:** Executive Director  
**Location:** Reno, Nevada  
**Position Reports to:** NAMI Northern Nevada Board of Directors

NAMI Northern Nevada is a non-profit corporation composed of families, friends and professionals in Washoe County, Nevada dedicated to helping people with mental illness and their families cope with the devastation of these illnesses. The organization provides: free education courses and programs; free support groups; assistance to all who ask; free literature on causes, symptoms, alternative treatments and services available in our area.

**Position Description:**

The Executive Director is responsible for grant writing, donor development, and fundraising; overseeing staff doing the day-to-day office and program administration; and implementation of the strategic plan of the organization.

**General Responsibilities:**

- 1) Board Governance: Works with the board to assist in development of strategic plans and fulfilling the organization strategy and mission.
  - Responsible for performing assigned tasks in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
  - Responsible for communicating effectively with the Board and providing, in a timely and effective manner, all assigned information in a manner that allows the Board to function properly and to make informed decisions.
- 2) Financial Performance and Viability: Develops resources deemed vital by the Board of Directors in a manner that ensures the financial health of the organization.
  - Responsible for fiscal management that operates within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position.
  - Responsible for providing grant writing and management, donor development, fundraising and developing other resources with support by the Board of Directors, necessary to support NAMI Northern Nevada’s strategy and mission.

- 3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
  - Responsible for implementation of NAMI Northern Nevada's programs that carry out the organization's mission.
  - Responsible for strategic planning to ensure that NAMI Northern Nevada can successfully fulfill its Mission into the future.
  - Responsible for the enhancement of NAMI Northern Nevada's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
  
- 4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
  - Responsible for effective administration of NAMI Northern Nevada's operations.
  - Responsible for hiring, retention, and direct oversight of competent, qualified staff.

#### **Specific Job Responsibilities:**

- Board Governance
  - Report to and work closely with the Board of Directors to obtain and implement policy decisions, fundraising and increase the overall visibility of the organization throughout Washoe County
  - Work closely with Committee Chairs, assisting as needed
  - Attend board meetings, prepare and distribute board packets, and prepare and present an Executive Director report
- Financial and Fundraising
  - Oversee marketing and other communication efforts, including web site and social media
  - Grant writing and tracking
  - Meet with funders and donors
  - Coordinate with and assist the Fundraising Committee
- Daily Operations
  - Oversee administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit organization in coordination with the Board
  - Database and other non-profit software management as directed by the Board
  - Hire and supervise staff
  - Recruit and supervise volunteers
- Community Engagement
  - Serving as a NAMI Northern Nevada spokesperson to the organization's constituents, the media and the public
  - Meet with pharmaceutical reps and other behavioral health advocates
  - Speak at community events and to groups
  - Contribute to the monthly newsletter

- Establish and maintain relationships with various organizations throughout the county, utilize those relationships to strategically enhance NAMI Northern Nevada's Mission
  - Coordinate with NAMI and NAMI Nevada
- Other duties as assigned by the Board of Directors

**Professional Skills:**

- Bachelor's degree preferred or Associates Degree with applicable experience
- Five or more years of senior nonprofit management experience or equivalent
- Awareness of and/or experience with mental health issues
- Experience in grant writing and tracking
- Excellent computer and on-line skills, including proficiency in software packages such as the Microsoft Office Suite and presentation packages such as PowerPoint, and standard non-profit marketing and management software on iOS/Android and Windows platforms
- Website and social media management experience
- Budget experience, including: budget preparation, management, analysis, decision making and reporting
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Strong written and oral communication skills
- Experience with interfacing and engaging board members, volunteers, and donor groups
- Strong public speaking ability

**Compensation:**

- Employee Exempt Position
- \$45,000 per year