

January 2022

Job Title: Executive Director

Organization Description:

The National Alliance on Mental Illness of Tarrant County (NAMI Tarrant County) is a 501(c)3 nonprofit organization founded by volunteers in 1984. NAMI Tarrant County is affiliated with the National Alliance on Mental Illness (NAMI) and there are 27 local NAMI affiliates throughout Texas. NAMI Tarrant County has nearly 100 members including individuals living with mental illness, family members, friends, and professionals. Its purpose is to help improve the lives of people affected by mental illness through education, support, and advocacy. NAMI Tarrant County offers a variety of education and support programs addressing the mental health needs of Texans and designed for individuals living with mental illness, family members, friends, professionals, other stakeholders and the community at large.

Job Description:

The Executive Director operates within the organization's policies set by the governing board of directors, works with the board to secure the organization's financial integrity, and manages staff and programming to meet the strategic plan, mission and vision of the organization. The Executive Director supervises all staff members and volunteers.

The Executive Director is responsible to ensure continued programmatic and fiscal viability of NAMI Tarrant County and to administer and supervise all staff and program components; and, to develop and implement funding plans to ensure financial security and sustainability. The Executive Director reports to the President of the Board of Directors.

Responsibilities:

Administration/Management Duties:

- Recruit, interview, hire, evaluate, supervise and, if necessary, discipline or terminate staff consistent with board policy.
- Establish performance standards. Conduct timely employee appraisals and facilitate conflict resolutions among staff/employees. Ensure that personnel and agency policies/practices meet all applicable employment laws.
- Supervise staff including the development of staff goals, evaluation of progress toward goals, approval of leave, and maintenance of a productive and healthy working environment.
- Implement board approved personnel policies and monitor strategies that improve the effectiveness of the agency.

- Report to and serve as liaison with the Board of Directors and its committees. Prepare and present program reports. Implement Board policies and keep the Board informed.
- Attend all Board meetings and either attend or delegate staff attendance to committee meetings. Make recommendations to the board regarding program and policy changes.
- Assist the Board in the recruitment of Board members.
- Prepare Annual Report with Board President assistance.

Development and Fundraising Duties:

- Design and implement a development plan which includes a variety of fundraising planning and strategies, immediate and long term, to meet annual fundraising goals.
- Provide support to the Board of Directors in their fund-raising strategies, including campaign reports and solicitation training, as necessary.
- Oversee donor and grantor research.
- Write funding proposals and necessary reports.
- Explore funding sources and develop funding plans for organizational and program sustainability.
- Manage fundraising efforts in conjunction with the Board.
- Implement stewardship, including acknowledgment, oversight of gift accounting, grants reports, and pledges and donor records.

Program Development Duties:

- Ensure quality, maintenance, and stability of NAMI Tarrant County Programs in areas of education for individuals living with mental illness and their families, community education and outreach and public policy.
- Oversee the development, implementation and evaluation of additional agency programs and services that support the organization's mission and priorities.
- Develop and recommend to the Board short and long-term program goals and policy changes.
- Participate in relevant trainings.

Information and Referral, Marketing, Public Relations and Outreach Duties:

- Represent the agency as its spokesperson in a professional manner according to board policy.
- Promote effective, high-visibility and positive public image of NAMI Tarrant County and its' mission.
- Assure provision of information and referral services to consumers and family members by phone, e-mail or in person.
- Network with community and other organizations throughout Tarrant County via public speaking, media presentations, attending meetings, attending and presenting workshops/seminars.
- Approve official NAMI Tarrant County publications and website content (i.e. Facebook, Blog, LinkedIn, Instagram etc.).
- Travel within Tarrant County to meet with funders (supporters, partners) and to promote NAMI Tarrant County.

General Duties:

- Maintain accurate records. Generate written reports.
- Schedule and lead staff meetings, ensuring staff development as needed.
- Work with staff and volunteers (including board members) to complete objectives.
- Work a flexible schedule according to the needs of the job.
- Oversee the use and care of facilities.
- Other duties as assigned by the Board President.

Knowledge, Skills and Abilities:

- Excellent writing, oral communication, public speaking and listening skills.
- Excellent interpersonal skills.
- Applied knowledge of organizing / managing special events.
- Applied knowledge of individual, corporate, government and foundation development strategies.
- Ability to work collaboratively with community partners, corporations, foundations, boards, major donors and other volunteers.
- Experience in staff supervision, and administration in a nonprofit setting.
- Experience in program research and development
- Experience in recruitment, training, and supervision of volunteers
- Understanding of and enthusiasm for the mission of NAMI Tarrant County.
- Knowledge of mental illness and its impact on individuals and family members
- Proficiency in electronic communication to include computers and software (Word, Excel, etc.) necessary to support business operations and to oversee utilization of social media.

Qualifications:

- Bachelor's degree preferred in Public or Business Administration, Human Services, Social Work, Psychology, or related field. Relevant business experience considered with outstanding service totaling at least 3 to 5 years in similar organization.
- Minimum 3 to 5 years fundraising experience including events and donor solicitation.
- Minimum 3 to 5 years supervisory and leadership experience including personnel administration.
- Nonprofit experience highly desirable.
- Grant writing experience preferred.
- Personal or familial experience in living with mental illness is preferred.
- Oral and written skills in Spanish preferred.

Workplace benefits:

- Offices located in the West 7th area of central Fort Worth.
- Collaborative and positive team environment.
- Mileage reimbursement.



Worksite:

- NAMI Tarrant County Office (not virtual), Fort Worth, Texas.

Salary Range:

- Commensurate with experience and qualifications. Contract Employee – Part-Time position: 20HRS/ WEEK

Reports to: President of Board of Directors.

How to apply: We look forward to learning more about you! To apply, please send cover letter and resume to turquoise@namitarrant.org by January 17, 2022.