

January 2022

**Job Title: NAMI Walks Manager** – (20 hours per week, with possible hours increase depending upon performance and availability of funding)

**Job Description:**

The NAMI Walks Manager supports NAMI Tarrant County strategic plan, mission, and values. This individual will coordinate all aspects of the implementation of the NAMI Walks Tarrant County. The purpose of this position is to plan, organize and coordinate volunteers and sponsors, event promotion, and provide logistical support for the 13th annual NAMI Walks Tarrant County event to be held on October 8th, 2022 in Fort Worth, Texas. Executive Director shall monitor the results of the work being performed by the Contractor; but the Contractor shall maintain complete control over the means and methods of accomplishing that result, including daily control over project tasks and adherence to project budget and NAMI Walks national guidelines.

**Responsibilities:**

- Work closely with NAMI WALKs Team, Executive Director, NAMI Walks Board Chair and submit all WALK related reports.
- Coordinate the selection of the location, time, and distance of the WALK.
- Lead effort to recruit a WALK chair and business team chair for the WALK.
- Obtain volunteers for the WALK and facilitate monthly WALK Volunteer meetings (more if needed).
- Develop and assist with the volunteer committee.
- Coordinate timeline of activities for the walk based on recommended timeline.
- Establish financial goals and objective for WALK (in conjunction with the National Walk Manager and the NAMI Tarrant Executive Director)
- Coordinate the recruitment of local cash and in-kind sponsors for the WALK.
- Coordinate the recruitment and training of all Team Captains involved with the WALK from NAMI members and allies, as well as the local business community.
- Coordinate printing of all materials to be printed locally for the WALK.
- Coordinate NAMI Walks related events including: WALK Information meeting, Team Captain Kick OFF Luncheon, WALK Day and Post-Walk Awards reception
- Motivate Team Captains with regular email updates on the progress of the WALK planning and help them to develop team recruitment and goal setting.
- Responsible for record keeping using the NAMI national accounting system (donor drive)
  - Including WALK sponsorship contributions and team/walker donations.
- Coordinate all WALK related duties as listed in the 2022 WALK Franchise Agreement.
- Attend Monthly Board meetings and Monthly General Meetings.
- Other duties as assigned.

**Qualifications:**

- Able to form and maintain effective working relationships.
- Possess effective written and verbal communication skills.
- Have strong knowledge of Microsoft Office applications.
- Capable of managing workload and exhibiting initiative.
- Show interest in the mission and vision of NAMI Tarrant County.

**Education and/or experience:**

- Working knowledge of the ability to interact with professionals, mental health stakeholders, leaders, individuals with mental illness and their family members.
- Minimum experience of at least one year in a similar position (preferred).

**Workplace benefits:**

- Offices located at the West 7<sup>th</sup> area of central Fort Worth, TX.
- Collaborative and positive team environment.
- Mileage reimbursement.

**Worksite:**

- NAMI Tarrant County Office, Fort Worth, Texas. This is not a virtual position.

**Salary:**

- In consideration of the services performed, NAMI-TC agrees to pay non-employee Contractor a base pay of \$17,000 annually the contract term.
- Annual Bonus (based on amount raised for the 2022 NAMI Walk fundraiser)
- Contractor is responsible for securing and maintaining any needed liability insurance coverage for his/her/them owned or rented premises, personal and business property and any vehicle used for this project.

**Reports to:** Executive Director

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