

## **Position Vacancy Announcement**

**Open October 14, 2024 -November 14 2024**

**Contact: Sara Carr, [officemanager@namitn.org](mailto:officemanager@namitn.org)**

### **Executive Director**

**Flexible work schedule, PTO & Sick, 403(b) with company matching**

**FTE. Location: Memphis, Tennessee. Search Announcement October 14, 2024 – November 14, 2024**

**NAMI Memphis** serves the cities of Memphis and Shelby County in West Tennessee. We are a 501c3 non-profit, grassroots organization dedicated to improving the lives of people with severe and persistent mental health issues and their loved ones through effective and innovative support, education, and advocacy. We are family members with lived experiences of many ages, cultures, and stages. Though independent, NAMI Memphis is an affiliate of NAMI national and NAMI Tennessee in Hendersonville, Tennessee

**NAMI Memphis – Memphis, TN**, is seeking an experienced, visionary, and self-determined individual to fill the first paid full-time staff position for NAMI Memphis, serving as Executive Director of this NAMI affiliate. This position will be an exciting opportunity for someone to work alongside a Board of Directors in continuing to build, from the ground up, an impactful and efficiently run non-profit organization. This position is headquartered in Memphis, TN.

**The Executive Director** is a comprehensive leader for the organization and within the community, responsible for overseeing the programs, administration, and strategic planning for the good of the organization and all whom it serves.

### **Essential Duties and Responsibilities**

- Non-profit leadership experience
- Fundraising
- Marketing, Community Outreach, & Public Relations
- Fiscal Management

- Robust work ethic with a sense of passion and urgency regarding bettering systems and outcomes for those affected by mental illness
- Willingness to learn in areas in which prior knowledge may not exist
- Strong sense of integrity and leadership
- Familiarity with mental illness as a professional, caregiver, or individual living with a mental health condition
- Ability to communicate and collaborate effectively Ability to collaborate with staff and community partners
- Proficiency in working with Microsoft and Google platforms and tools
- Experience working with a Board of Directors
- Experience with strategic planning
- Experience in developing new revenue streams, fundraising, events and donor relations
- Strong organizational and problem-solving skills
- Volunteer recruitment and support

#### **Position Requirements**

- Bachelor's Degree in a related field (Master's is preferred),
- with experience in fundraising
- non-profit organizational leadership
- Community outreach
- mental health advocacy work
- business development/management

**Position will require occasional nights, weekends and travel**

**NAMI Memphis Board will coordinate background checks for final candidates, and the results will be in the strictest confidence.**

**NAMI Memphis** is proud to be an equal-opportunity employer committed to creating a diverse and inclusive workforce. NAMI prohibits discrimination and harassment against any employee or applicant for employment because of race, color, religion, sex, national origin, marital status, age, disability, veteran status, sexual orientation, gender identity or expression, pregnancy, childbirth, or related medical conditions or any other legally protected group status. We also provide reasonable accommodation for candidates with disabilities.



### Job Description

<b>Job title</b>	<i>Executive Director</i>
<b>Reports to</b>	<i>NAMI Memphis Board of Directors and a soft report to NAMI Tennessee Executive Director</i>
<b>Employment Status</b>	<i>FTE</i>
<b>Salary</b>	<i>\$70,000/year</i>

### Job Purpose

The Executive Director provides leadership to identify, evaluate, champion, and execute opportunities to drive awareness, increase resources, and facilitate growth for NAMI Memphis, a 501c3 organization. The Executive Director is a comprehensive, servant leader for the organization and within the community, responsible for overseeing the programs, administration, and strategic planning for the good of the organization and all whom it serves. The Executive Director leads the development and execution of plans that maximize our impact, enhancing philanthropic and shared value activities. They cultivate relationships across members, leaders, community organizations, and businesses, and cross-functionally with NAMI Tennessee to help deliver results.

### Duties and Responsibilities

- Servant Leadership
- Affiliate Operations
- Fundraising and Philanthropy
- Marketing, Community Outreach, & Public Relations
- Fiscal Management
- Mental Health Advocacy Work - both in the legislative nature and personal and "boots on the ground" nature (including work with community organizations and public serving entities)
- Volunteer recruitment and support
- Reputation Stewardship

#### General Responsibilities:

- Responsible for leading NAMI Memphis in a manner consistent with the mission and vision defined by the Board of Directors
- Responsible for communicating effectively with the Board and providing all necessary information to the Board to function effectively and efficiently & to make informed decisions
- Incorporate principles of Justice, Equity, Diversity, and Inclusion (JEDI) in all outreach and engagement work



- Responsible for fundraising and developing other revenue streams necessary to support the mission of NAMI Memphis
- Responsible for the fiscal management of NAMI Memphis, including day-to-day fiscal management, annual budget, and monthly financial reports, in partnership with the board Treasurer
- Responsible for reporting and addressing requests made by the person or individual/team charged with third-party oversight
- Responsible for grant writing, grant management, and communications
- Responsible for implementing programs that support the organization's mission in conjunction with the vision and goals of the Board of directors – keeping in mind the resource and advocacy needs of those in the community affected by mental health conditions
- With the Board of Directors, responsible for developing and implementing a strategic plan and assessing the plan's performance
- Responsible for enhancing NAMI Memphis's reputation and rapport with the community
- Responsible for building collaborative relationships with professionals, community organizations, and other non-profits
- Work collaboratively with organization staff/volunteers. Provide direct supervision to office personnel, supervisors of volunteers, and supervision of the NAMI Memphis activities
- Serve as NAMI Memphis's public relations contact to all audiences
- Oversee the organization of the Board, committees, and other applicable meetings
- Recommend policies and administrative guidelines to the Board to provide a framework for the management of NAMI Memphis
- Review and recommend approval of NAMI Memphis contracts
- Perform other duties as assigned by the Board following the vision and mission of NAMI Memphis to address emerging needs

**Note: will require some nights, weekends, and occasional travel**

### Qualifications

- Non-profit leadership experience; a record of leadership experience
- Strong knowledge of the mental health field and peer- and family experience
- A strong commitment to public service
- Strong verbal and written communication skills
- Demonstrate excellent judgment and relationship management skills
- Ability to collaborate with staff and community partners
- Working knowledge of MS Office Suite
- Experience working with a Board of Directors
- Experience with strategic planning



- Experience in developing new revenue streams, fundraising, events, and donor relations
- Strong organizational and problem-solving skills
- Fiscal management skills, including budget preparation, decision-making, and reporting
- Robust work ethic with a sense of passion and urgency regarding bettering systems and resources for those affected by mental illness
- Willingness to learn in areas in which prior knowledge may not exist

### **Judgement and Decision Making**

The work encompasses a very wide variety of projects or major functional areas. Available guidelines are broadly stated and non-specific such as statements of work, organizational mission statements, and/or theoretical frameworks. The employee has full and direct accountability for final results.

### **Physical requirements**

Ability to sit or stand for long periods and ability to access information using a computer for up to four hours at a time.