

Job Title	NAMI Walk Manager
Employer/ Agency	NAMI Greater Houston
Job Description	<ul style="list-style-type: none"> • Coordinates all aspects of the implementation of the NAMIWalk Program as outline in the National Walk Manual and the local policies and procedures established by the (NMH). • Works closely with the National NAMIWalks Team by communicating regularly with the National Walk Manager. • Coordinates the selection of the date, location, and time of the annual event. • Recruits Key Walk Volunteers to work in leadership positions on critical activities, including but not limited to sponsor recruitment, team development, volunteer recruitment, pre-event functions, event day logistics, and public relations. • Coordinates, directs and supports the activities of NMH and the Key Volunteers by holding regular meetings and providing weekly email status updates. • Develops an activity timeline based on the recommended timeline provided by the National Walk Manger. • Establishes financial goals and objectives for the Walk with the ED. • Solicits and secures cash and in-kind sponsors for the Walk. • Coordinates the recruitment and training of all Team Captains involved with the Walk from NAMI members and partners, as well as the local community. • Coordinates the printing of all materials for the Walk, using the various templates provided by the NAMIWalk organization • Coordinates NAMIWalks related events and activities including: Walk Information Meetings, Team Captain Kick-Off Luncheon, Walk Day, Post-Walk Awards • Motivates Team Captains with regular updates on the progress of Walk planning, examples of successful Walk Team recruitment and fundraising, and guidance on recruiting walkers and effective fundraising strategies. • Coordinates all public relations, communications and media coverage for the Walk. • Maintains complete records relating to the Walk and develops various reports related to goal attainment, income, expenditures, team status, etc.

Qualifications	<ul style="list-style-type: none"> • Experience planning and managing large events or projects with critical due dates • Experience developing and implementing successful sponsor recruitment strategies • Experience with public relations and media coordination, including social networking • Experience with mental health organizations and/or service providers • Excellent written and oral communication skills, including public speaking • Strong leadership skills, especially in situations working with volunteers • Strong computer skills and successful mastery of Microsoft Office programs • Ability to prioritize work and complete assignments timely with minimal supervision • Ability to develop and manage a budget and track expenditures • Ability to work well with in groups and effectively manage meetings • Ability to conform to the requirements of a national franchise agreement • Ability to work under pressure and motivate others to achieve goals
Salary/Hours	TBD
Employer/Agency	NAMI Greater Houston
Address	3630 West Dallas
City, State, Zip	Houston, TX 77019
Contact Person	Glenn Urbach
Contact Title	Executive Director
Telephone Number	713.970.4464
Fax Number	713.970.4436
Email Address	gurbach@namigreaterhouston.org
Application Method	Send cover letter, resume and salary requirements to gurbach@namigreaterhouston.org
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

UNIVERSITY of **HOUSTON**
GRADUATE COLLEGE of SOCIAL WORK