

<b>Job Title</b>	EXECUTIVE DIRECTOR
<b>Employer/ Agency</b>	NAMI Texas
<b>Job Description</b>	<p>NAMI Texas is dedicated to improving the quality of life of all individuals living with mental illness and their families. The vision of NAMI Texas is to ensure acceptance of and treatment for all those with mental illness to facilitate recovery. While retaining our grassroots values, NAMI Texas will:</p> <ul style="list-style-type: none"> <li>• Become the most effective provider of support and educational opportunities reaching all persons in the state; dramatically grow the membership; eliminate the stigma of mental illness; and lead the way with successful advocacy efforts.</li> </ul> <p><b>The Executive Director</b> operates within the organization's policies set by the governing board and is responsible to develop and implement funding plans to ensure financial security and sustainability. The Executive Director reports to the President of the Board of Directors.</p> <ul style="list-style-type: none"> <li>• Report to and serve as liaison with the Board of Directors and its committees. Prepare and present program reports and financial reports. Implement Board policies and keep the Board informed.</li> <li>• Develop and recommend an annual budget for Board approval.</li> <li>• Develop and implement financial management procedures.</li> <li>• Maintain record keeping procedures, controls and oversight of budget expenditures.</li> <li>• Ensure financial management duties are performed, including payroll, payment of expenses, bank deposits, and ensure that all payroll taxes are paid.</li> <li>• Design and implement a development plan which includes a variety of fundraising planning and strategies, immediate and long term, to meet annual fundraising goals.</li> <li>• Ensure quality, maintenance and stability of NAMI Texas Programs in areas of education for individuals living with mental illness and their families, community education and outreach and public policy.</li> <li>• Oversee and support the development of affiliates.</li> <li>• Oversee the development, implementation and evaluation of additional agency programs and services that support the organization's mission and priorities.</li> <li>• Network with community and other organizations throughout Texas via public speaking, media presentations, attending meetings, attending and presenting workshops/seminars.</li> <li>• Travel within Texas to meet with affiliates, funders (supporters, partners) and to promote NAMI Texas.</li> </ul>

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Excellent writing, oral communication, public speaking and listening skills.</li> <li>• Excellent interpersonal skills.</li> <li>• Ability to work collaboratively with community partners, corporations, foundations, boards, major donors and other volunteers.</li> <li>• Master's degree preferred in Public or Business Administration, Human Services, Social Work, Psychology or related field.</li> <li>• Minimum 3 to 5 years grant management experience; fundraising experience; leadership experience; financial management experience.</li> <li>• Nonprofit experience highly and grant writing experience preferred.</li> </ul>
<b>Salary/Hours</b>	Commensurate with experience and qualifications
<b>Employer/Agency</b>	NAMI Texas
<b>City, State, Zip</b>	Austin, Texas
<b>Contact Person</b>	John Dornheim
<b>Contact Title</b>	NAMI Texas Board President
<b>Email Address</b>	<a href="mailto:johnd@namidallas.org">johnd@namidallas.org</a>
<b>Application Method</b>	Email resume to <a href="mailto:johnd@namidallas.org">johnd@namidallas.org</a>
<b>Opening Date</b>	7/15/2015

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