



POSITION ANNOUNCEMENT: Executive Director, NAMI North Carolina
Headquartered in Raleigh, North Carolina

BACKGROUND

The Board of Directors of the National Alliance on Mental Illness North Carolina (NAMI NC) seeks an Executive Director to lead its statewide efforts in mental health support, education, and advocacy.

NAMI is the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. NAMI NC is a member of the nationwide network and has 25 affiliates throughout North Carolina that deliver the NAMI signature programs.

NAMI NC's mission is to provide support, education, advocacy, and public awareness to enable individuals, families, and caregivers living with mental health challenges to lead better lives. According to the National Institute of Mental Health, approximately 1 in 5 adults in the U.S. experiences mental illness each year, which means over 2.6 million individuals and their families in North Carolina have a need for the support, education, and advocacy that NAMI NC offers.

NAMI NC has a board of 17, staff of 8, and an operating budget of \$835,000. 48% of the budget is funded through state contracts, 18% through LME/MCO and other contracts, 18% through the annual NAMI Walks, 10% through philanthropic dollars, 5% through the annual conference and 2% through membership.

To learn more about NAMI NC, visit: <https://naminc.org/>

THE LEADERSHIP OPPORTUNITY

Reporting to the Board of Directors, the Executive Director of NAMI NC strategically leads the organization and its staff in executing all aspects of its mission. The two main functions of NAMI NC's Executive Director are to lead efforts to ensure advocacy on behalf of mental health and supporting the Affiliates and members who are providing programming throughout the state.

The Executive Director will be called upon to fulfill the following key responsibilities:

- **Leadership:** Serve as the primary advocate, fundraiser, and spokesperson for the statewide organization. Responsible for inspiring a unified sense of purpose among affiliates, staff, board members, volunteers, donors, members, community partners, and the community at large. The leader will work with the board in refining the vision and strategic plan that charts a course for NAMI NC's future and then articulates that vision to internal and external stakeholders.

- **Manage Relationships with Collaborative Partners:** Serve as an advocate on policy issues and champion increased support from elected officials and policy makers. Engage strategic partners including NAMI (the national organization), NAMI Affiliates, and other local organizations serving similar populations. Identify mutually beneficial partnerships to fulfill NAMI NC's mission and advocacy efforts.
- **Advocacy and Community / Public Relations:** Represent NAMI NC in interactions with other organizations, individuals, and the general public. Communicate NAMI NC's position with the NC Division of MH/DD/SAS, the State Legislature, other advocacy groups and coalitions. Actively promote the Public Policy Agenda and be well versed in its implications. Work to build a strong identification of the NAMI brand to leverage financial, programmatic, and fundraising opportunities available to the organization. Oversee all communications including the newsletter, annual report, website, email, social media, and other general communications.
- **Resource Development:** Ensure short and long-term fundraising plans are executed. Cultivate board members, donors, volunteers, and other partners in a way that inspires them to support NAMI NC. This includes expanding the breadth and depth of relationships and true collaborative partnerships that will lead to sustainable funding streams and significant philanthropic investments in NAMI NC's future.
- **Financial and Program Oversight:** Oversee the financial integrity of NAMI NC through annual budget planning and operating within the approved budget. Ensure quality and relevant programs with a focus on supporting individuals and families affected by mental health conditions.
- **Management and Supervision:** Oversee the hiring, training, supervision, evaluation, and dismissal of staff in accordance with the NAMI NC's personnel policies. Ensure staff is working effectively towards shared goals and a unified vision for the organization. Build a positive work culture that supports a productive, professional work environment.
- **Board Governance:** In collaboration with the Board, identify, recruit, train, and retain board members. Maintain regular communications with the board of directors and provide them with the necessary support, counsel, and information necessary for effective involvement. Ensure a quality process for supporting the board and their involvement in policy decisions, fundraising, program delivery, and increasing overall visibility throughout the state.

ATTRIBUTES OF THE NEW LEADER

The new leader must demonstrate a firm commitment to and passion for the NAMI NC mission. In addition, he or she should possess a variety of attributes, including:

- Inspiring leadership that motivates the affiliates, board, staff, donors, volunteers, and community partners.

- A collaborative approach that yields coalition building.
- Big picture vision with an ability to empower staff to attend to the details.
- Integrity, consistency, and sound judgment in decision-making.
- A willingness to listen and respond respectfully to questions and concerns and build consensus among all stakeholders.

SKILLS AND QUALIFICATIONS

- A bachelor's degree or higher from an accredited college/university in social work, psychology, human services, business or other related fields. Graduate degree preferred.
- Five or more years in a non-profit leadership position or commensurate experience with demonstrated experiences in organizational management including planning, delegating, innovation and program development.
- Knowledge of the public and private mental health systems.
- A proven track record in building and maintaining relationships that foster a spirit of collaboration.
- Demonstrated success in increasing revenues and philanthropic investments of public and private sources.
- The ability to inspire others through written and verbal communications.
- Experience with fiscal management, financial oversight, and budgeting.

Salary being offered for this position is \$70k-\$75k and benefits include 75% of employee health insurance, discounted rates for vision and dental, life insurance, short- and long-term disability insurance, retirement match. 12 paid holidays, 10 vacation days, 10 sick days, and a reduced workday of 7.5 hours.

APPLICATION PROCESS

Armstrong McGuire & Associates, based in Raleigh, NC, is conducting this search in partnership with NAMI NC's Board of Directors. To apply, click on the link to NAMI NC's position profile at www.ArmstrongMcGuire.com/apply. You will see instructions for uploading your cover letter, resume, and professional references. In case of any technical problems, contact katie@armstrongmcguire.com. No phone calls please, and no applications will be accepted by email or through third-party sites.

NAMI NC is an equal opportunity employer. Applications are considered for positions without regard to veteran status, age, gender, race, ethnicity, disability, religion, sexual orientation, physical or mental disability, genetic information, gender identity, or any other category protected by applicable federal, state or local laws.