NAMI DANE COUNTY

NAMI Dane County, Inc. is hiring for the position of Executive Director. This position includes, but is not limited to, organizational planning, program administration, personnel management, financial management, fund development, public and media relations and organizational development. The Executive Director serves as NAMI Dane County’s Chief Executive Officer and is responsible for directing the operations of the organization through its mission, vision, and strategic plan. The Executive Director reports to the Board of Directors and is under the general supervision of the Board President. The ED is the public face of the organization, responsible for fundraising, communication, advocacy and agency administration.

POSITION TITLE: Executive Director

RESPONSIBILITIES

Community Outreach, Programs and Services

1. Serve as primary liaison between NAMI Dane County and local government officials.
2. Foster relations with community groups, service providers, and advocacy organizations whose missions align with NAMI Dane County.
3. Develop relationships with the media to promote NAMI Dane County’s core objectives.
4. Represent NAMI Dane County at community events and with the media.
5. Implement action plans developed by the Board of Directors.
6. Manage staff and volunteers at public events.
7. Maintain and track programs and services. Implement evaluation measures to maintain effective programs.
8. Maintain fluency in mental health issues.
9. Spearhead program and service initiatives.
10. Promote diversity within the organization as a whole.
11. Oversee staff and volunteers in implementing programs.
12. Attend training sessions and conferences to update skills, as authorized by the Board.

Fundraising

1. Assure fiscal stability of the organization by actively planning and executing fundraising activities. Coordinate fundraising activities with the Board of Directors.
2. Research potential funding sources and solicit them for their support.
3. Facilitate grant proposals to government, foundation, and corporate sources.
4. Assist the Board in organizing special funding events, including hiring and supervising the WALK manager.

**Administration and Financial Management**

1. Supervise, oversee, and evaluate staff and volunteer performance to ensure efficient day-to-day office operations, outreach, programs and services.
2. Efficiently administer the office and affairs of NAMI Dane County, including position descriptions and employee handbooks.
3. Act as custodian of all corporate records and office files, including by-laws, annual reports, minutes, and membership database.
4. Act as agent of NAMI Dane County in signing documents as authorized by the Board.
5. Act as primary liaison with NAMI Wisconsin and NAMI National.
6. Consult with the President on agenda items for Board meetings and prepare necessary materials.
7. Work with the President to ensure board members meet basic requirements for service.
8. Ensure compliance with all legal obligations, including regulatory agencies and United Way policies.
9. Act as liaison with funding agencies such as United Way and, Community Foundation.
10. Draft annual budgets for Board approval. Monitor their implementation throughout the year, and execute sound control of expenditures. Make an annual budget report to the Board.
11. Present budget and financial information to United Way and other granting organizations.
12. Oversee all financial operations including supervising accounting systems, checking account and cash flow.
13. Maintain, with assistance from the treasurer, a year-to-date balance of all line items in the annual budget.
14. Serve as the main contact with NAMI Dane County’s external accountants and assemble required data.
15. Protect all assets by ensuring proper insurance coverage and adequate security of office and records.
16. Oversee purchase of office supplies and equipment.
Qualifications

Essential:

- Degree, e.g. social work, psychology, public health administration, or other relevant fields
- Experience within the mental health field
- Three to five years of relevant experience in an organizational leadership role (or equivalent combination of experience and education)
- Strong communication skills, written and verbal

Preferred:

- Graduate degree, e.g. social work, psychology, public health administration, or other relevant fields
- Fundraising experience
- Non-profit management experience
- Experience with grassroots coalition building, advocacy and membership development
- Knowledge of Dane County resources
- Cultural competency and the ability to work with people of diverse backgrounds

Specifics:

- Position is full time. The competitive annual salary range is $50,000 - $60,000, based on experience and qualifications, plus retirement contributions, medical contributions, paid vacation, personal days and flexible scheduling.
- Please submit resume and cover letter to: at Sue Petkovsek, 6217 Fredericksburg Lane, Madison, WI 53718 or suekp93@charter.net