



National Alliance on Mental Illness (NAMI) Buffalo & Erie County Executive Director Job Posting

Who We Are:

National Alliance on Mental Illness Buffalo & Erie County (NAMI Buffalo) is a nonprofit organization dedicated to improving the quality of life for people in Western New York with mental illness and their families through support, education, and advocacy. It is an affiliate of the National Alliance on Mental Illness, the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. NAMI Buffalo assists individuals navigate the complex mental health system and provides its programs and services largely through the work of family members who have personally experienced the challenges of mental illness. It is steadfast in its commitment to raising awareness and building a community of hope.

Opportunity Overview:

NAMI Buffalo & Erie County is a mission-driven organization seeking an Executive Director (ED) to lead and support its staff and volunteers to improve the lives of Western New York families and their loved ones affected by mental illness.

The ED will articulate and promote the organization's mission, develop sufficient resources for the financial health of the agency, and position the agency to continue to meet the needs of families and individuals challenged by mental illness.

What Is Required:

- Strong interest and passion for NAMI Buffalo's mission, those it serves, and its staff and volunteers.
- Bachelor's Degree in related field (human service, business, health), Master's Degree preferred.
- Minimum of 3+ years leadership experience in administration and management.
- Empathy, support, and understanding of the lived experience of people affected by mental illness. A personal connection to mental illness is a plus.
- Commitment to incorporating diversity, equity, and inclusion in all aspects of the organization.
- Experience in working effectively with a Board of Directors or other governing entity.
- Strong leadership, communication, development, and decision-making skills. Provide vision and strategic thinking for the organization.
- Ability to cultivate and maintain a strong team of dedicated staff and volunteers with the right combination of skills, experience, and passion.
- Strong financial management skills, including experience with budget preparation, analysis, and reporting.
- Ability to communicate and collaborate effectively with all stakeholders verbally and in writing.

What Will You Do:

As Executive Director you will:

- Serve as NAMI's primary spokesperson to the organization's constituents, the media, and the community. Provide effective external communications about the organization and its mission, priorities, importance, programs, and activities.
- Support development initiatives including donor and member engagement, securing contracts and grants, and fundraising.
- Maintain and expand effective and collaborative relationships with foundations, government officials, non-profit partners, and businesses.
- Grant and contract management, including meeting deliverables and maintaining compliance.
- Be accountable to the Board of Directors (BOD) for organizational operations, including staff oversight, programs and services, development, and, in collaboration with the board, financial success of the organization. Implement the strategic goals and mission of NAMI Buffalo and recommend timelines and resources needed to achieve them.

- Develop the annual budget, maximize resource utilization, and manage expenses, and maintain a high level of fiscal responsibility.
- Ensure ongoing programmatic excellence through oversight and rigorous program evaluation.
- Determine data needs and interpret data using organization's data management system.
- Experience with data management systems preferred.
- Understand systems and how they relate to processes, making revisions as necessary.
- Remain current with any significant developments and changes in the internal and external environment that could affect the organization and communicate regularly with the Board.

The salary range for this position is \$65,000 - \$75,000 depending on relevant experience. NAMI Buffalo & Erie County also offers a competitive benefits package. The anticipated start date is May 2022.

Please send a letter of interest highlighting key qualifications and resume to hr@namibuffalony.org by February 25, 2022. Inquiries should not be sent to NAMI Buffalo & Erie County staff or Board members. We will contact you regarding next steps.

For more information about NAMI Buffalo & Erie County, visit <https://www.namibuffalony.org>.

Disclaimer

The information contained in this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position.