



JOB ANNOUNCEMENT

Director of Development

WHO WE ARE

The National Alliance on Mental Illness (NAMI) is the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. The NAMI organization operates at the national, state and local level. NAMI Washington was established in 1979 and provides educational resources and events, statewide outreach, advocacy and affiliate organizational support. Local NAMI affiliates in Washington offer free peer support, education and outreach programs, and engage mental health advocates in their communities.

POSITION SUMMARY

The NAMI Washington Director of Development is responsible for leading all fundraising activities within the organization, including the development and implementation of an annual plan to expand philanthropic support for the organization. The Director of Development will manage all components of strategic fundraising and community outreach including (but not limited to) special events, individual and corporate giving, foundation and government grants, planned and major gifts. The position serves as the producer of all agency events and provides oversight for all community outreach events and opportunities.

RESPONSIBILITIES

Organizational Leadership – 20%

- Serve as Staff Liaison to the Fund Development Committee of the Board of Directors, and all Event subcommittees.
 - Coordinate meeting agendas with the Chair(s)
 - Take minutes of the meetings
 - Provide ongoing support for the completion of activities
 - Identify and recruit event committee members
 - Provide regular reports to the Board of Directors as requested by the Executive Director
- Develop and implement an annual fund development plan to expand philanthropic support for NAMI Washington in conjunction with the Executive Director and the Fund Development Committee.
- Engage the Board of Directors in fundraising activities.
- Develop community and corporate partnerships and attend community/business meetings and events where partnerships can be cultivated and established.

- Oversee NAMI Washington communications including email blasts and scheduling, publicity for all events, social media, and engagement in community outreach events, such as information tables.

Events – 60%

NAMIWALKS WASHINGTON

Manage all aspects for coordinating and producing the annual NAMIWalks Washington event.

This includes, but is not limited to:

- Complete the NAMI Walks National Webinar Trainings and participate in all NAMIWalks National conference calls and events.
- Lead the NAMIWalks Washington planning committee and all meetings of the committee
- Create, monitor, and implement detailed NAMIWalks Washington timeline.
- Work with vendors, managing contracts, and managing event budget.
- Secure event permitting and insurance
- Assist NAMI Washington affiliates with sponsorship and team recruitment.
- Secure corporate and individual sponsorships and in-kind donations.
- Serve as point of contact for NAMIWalks Washington outreach, including speaking events, team captain and walker recruitment and maintain and provide assistance with the NAMIWalks website/fundraising platform.
- Create and implement marketing and publicity plans and materials including posters, brochures, t-shirts, signage and other items as necessary.
- Develop and oversee all logistics for NAMIWalks Day, including volunteer recruitment and management.
- Complete reports for the NAMIWalks Committee and the National NAMIWalks office.
- Maintain complete and clear records on all Walk related activities.

Mental Health Stories: The Brainpower Chronicles

- Develop this event into NAMI Washington annual signature fundraising event
- Recruit and manage an event planning committee
- Seek corporate sponsorships
- Work with performers to ensure rehearsal times
- Secure venue and act as primary contact person for venue
- Create ticket sales platform and monitor event sales
- Oversee publicity and marketing

Annual State Conference

- Secure corporate sponsors for the conference and track conference revenue
- Assist the host affiliate in their attempts to secure local corporate sponsors of the event
- Provide overall assistance to the Executive Director and conference planning committee during the conference

Third Party Events

- Explore, identify and cultivate potential third party events to benefit NAMI Washington
- Implement all aspects of third party events
- Primary contact person for third party events

Fund Development – 20%

- Direct Mail/Membership Appeals: work collaboratively with the Executive Director to write two direct mail appeals (March and October) and one end-of-year email appeal, and implement an annual membership appeal.
- Corporate Sponsorships: Secure sponsorships for special events, as well as identify and cultivate new prospects.
- Grants: Work collaboratively with contract grant writer and executive director to write and submit grant proposals.
 - Lead staff person for the NIMH Community Outreach Partnership program
- Ensure timely donor recognition both written and verbal, and plan potential donor recognition events.
- Other duties as needed and assigned.

ESSENTIAL SKILLS

- Previous fund development experience, along with supervisory and leadership experience.
- Experience and verifiable results coordinating large, multi-faceted fundraising events; previous Walk/Run events a plus.
- Corporate and foundation prospect research and grant writing expertise
- Proficient in Microsoft Office; experience with Salesforce and/or other fundraising software a plus, and social network platforms.
- Ability to communicate professionally with corporate sponsors, donors, vendors, volunteers, community members, and staff, among others.
- Exceptional attention to detail.
- Understanding and acceptance of individuals and families living with mental illness.
- Highly cognizant of privacy issues and rules.
- Ability to have a flexible schedule and work evenings and/or weekends when needed.
- Ability to lift a minimum of 25 pounds
- Candidate will be required to travel and move materials, and will need access to a reliable vehicle and must have a valid Washington Driver's License.
- Flexibility, patience and a sense of humor are highly desired and valued.

SALARY & BENEFITS

Salary: \$50,000+ DOE

Benefits include vacation, sick leave, paid holidays, and health care coverage.

APPLICATION PROCESS

Send cover letter, resume and three work related references to Lsimonds@namiwa.org. No phone calls please.

Application Deadline: Open until filled
Start Date: August 1, 2017

NAMI Washington is an Equal Opportunity Employer. Applicants are considered for employment without regard to race, creed, color, religion, national origin, sex, age, disability, marital status, sexual orientation, gender identity, status as a veteran or any other basis prohibited by local, state or federal laws.