

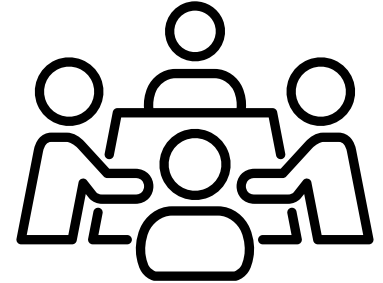


# NAMI

National Alliance on Mental Illness

# Skagit

# Executive Director Announcement



## **OUR MISSION:**

*NAMI Provides advocacy, education, support, and public awareness so that all individuals and families affected by mental illness can build better lives.*



## **OUR VISION:**

*NAMI Envisions a world where all people affected by mental illness live healthy, fulfilling lives, supported by a community that cares.*

## **OUR VALUES:**

- Hope**
- Compassion**
- Inclusion**
- Fairness**
- Empowerment**

## **Organizational Description:**

*The National Alliance on Mental Illness (NAMI) is the largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness*

*NAMI Skagit is an organization of families, friends, and individuals whose lives have been affected by Mental Illness.*

*Together, we advocate for better lives for those individuals who have a mental illness.*

# Position Background

NAMI Skagit is seeking a motivated, compassionate, and creative individual to serve as our part-time Executive Director.

- This role will require an individual who is well-organized, resourceful, and committed to working with volunteers and staff to advance NAMI's mission in Skagit County.
- The ideal candidate will have strong communication skills, an ability to develop and manage relationships, and a passion for supporting mental health advocacy.

## Position Description:

- Job Title: Part-Time Executive Director
- Organization: NAMI Skagit
- Location: Skagit County, WA
- Hours: 20-24 hours per week, regular office hours Monday - Thursday between 9 AM - 2 PM (negotiable), must be able to work some evenings and weekends.
- Salary: \$40,000 - \$45,000

FOR MORE INFO ABOUT NAMI SKAGIT SEE  
[HTTPS://NAMISKAGIT.ORG](https://namiskagit.org)

# Proposed Tasks

## Fund Development (20%)

- Identify and secure funding for programs and operational needs, identifying local funding streams, cultivating donor and grantor relationships, communicating organizational successes to donors and grantors

## Volunteer and Staff Management (20%)

- Coordinate recruitment and training of volunteers for presentations, outreach, classes, and support groups
- Recruit, hire, and train new team members, manage current volunteers for success and retention
- Manage volunteers who coordinate youth community outreach activities
- Review and approve NAMI WA training applications for volunteer program facilitators

## Communication and Outreach (30%)

- Facilitate partnerships and collaborations with community organizations, representing the affiliate at community events and partner meetings
- Manage outreach for programs, including overseeing social media accounts, website updates, newsletter and general communications
- Manage the affiliate email account and ensures timely responses to inquiries

## Administration (30%)

- Manage organizational finances, including tracking disbursements, payroll, reconciling bank statements, preparing monthly financial reports.
- Assist in preparing the annual financial report and budget
- Reporting to the board and work with the board for board development and recruitment
- Managing adherence to NAMI model requirements, including managing attendance to required NAMI Washington alliance meetings
- Oversee data entry and program tracking
- Ensure the successful scheduling and delivery of all classes, support groups, and presentations
- Manage day-to-day operations

# Qualifications

## Required:

- Proven experience with project management and fundraising
- Strong leadership skills with experience managing workflows in a collaborative, non-authoritative manner
- Ability to work effectively with diverse individuals and backgrounds
- Conflict resolution skills
- Alignment with NAMI's values, mission, and vision
- Ability to work independently and as part of a team
- Strong written and verbal communication skills
- Empathetic listener, comfortable engaging with individuals from all walks of life
- Ability to pass a criminal background check
- Must be in the community, this is not a virtual position
- Bachelor's degree preferred

## Benefits:

- 3.5 weeks PTO and 1 personal day per year
- Monthly health care stipend
- Mileage reimbursement at the federal rate for work-related travel of more than 20 miles
- Portable computer provided

## How to Apply:

Please submit a cover letter, resume, and references to Laura Fisher [Laura@namiskagit.org](mailto:Laura@namiskagit.org) by April 11th, 2025. For more information about NAMI Skagit, please visit our website at <https://namiskagit.org/>

We look forward to hearing from you!

