

Posting for **Executive Director**, NAMI Solano
August 2021

An exciting opportunity for a person wishing to take part in growing an organization deeply dedicated to assisting those among us with mental illness and providing support for their family members and friends who care for them. We are looking for a very special Executive Director who is skilled in managing a non-profit, with strong leadership as well as administrative skills, to include the following:

- promoting public relations; building our organization
- internal and external communications
- strategic planning
- managing staff, finances, and budget
- development of and strengthening programs
- working collaboratively with our Board and other NAMI Affiliates
- working with persons with or affected by mental illness
- expanding fundraising activities, assisting with acquiring and overseeing grants

Our Executive Director must understand mental health challenges and must be comfortable working directly with individuals and families who have been affected by moderate to severe mental health conditions.

Our ideal candidate will have an open heart and “hands on” attitude. You will have excellent collaboration and communication skills and be able to, with strong business skills, manage both internal staff and finances as well as robust abilities to foster public facing partnerships. We prefer a degree in the field of mental health, nursing, public health, or social work. Work history in a business related position is preferred.

This is a part-time 30 hour/week position. The work may require some travel and an occasional evening or weekend event. Paid vacation and sick leave accrues.

If you are interested in joining us, please apply by submitting your resume and a cover letter to: NAMI Solano no later than September 1, 2021.

Please submit documents to:

https://www.indeed.com/viewjob?t=executive+director&jk=b90bb2b53fc3a1dd&_ga=2.127841230.215244863.1629236411-45000222.1629236411