

## Director

Schedule: 25-30 hours per week, some weekends and evenings required  
Pay: \$14.00/hour  
Closing Date: January 15, 2017  
Start Date: February 1, 2017  
Mailing Address: **NAMI of Whatcom County** Location:  
**PO Box 5571** 1212 Billy Frank Jr., St.  
**Bellingham, WA 98227** Bellingham, WA 98225

The Director is responsible for administering, coordinating, and directing all activities of NAMI Whatcom in ways that support the organization's goals and objectives in partnership with our valued volunteers and working board of directors.

NAMI, the National Alliance on Mental Illness, is the nation's largest grassroots mental health organization dedicated to building better lives for the millions of Americans affected by mental illness. NAMI Whatcom is an affiliate of NAMI Washington. NAMI Whatcom and its dedicated volunteers raise awareness of mental illness and work to provide essential education and support for those in our community who are affected by mental illness.

The Mission of NAMI Whatcom is to provide support, education, and advocacy for all who may be affected by mental illness and to encourage the recovery of individuals living with mental illness.

Expected to make at least a 1-year commitment to this position.

### Office Management

- I. Office hours are Monday – Friday, 6 hours per day, but exact schedule will be determined between you and the Board. Typical hours are from 10:00 – 4:00.
- II. Oversees Office communications.
- III. Creates and tracks Invoices for grants and contracts.
- IV. Assists Treasurer in Quickbooks accounting and bank reconciliations.
- V. Processes mail and coordinates with Treasurer regarding bills.
- VI. Manages some building administration including who has keys and who uses meeting space.

### Board Liaison

- I. Works closely with the Board of Directors, Board President, Executive Committee, and Board committee chairs in recommending, planning for and implementing Board-approved projects and programs.
- II. Recommends monetary expenditures (if outside the budget) to the Board and prepares necessary justification and other required financial reports.
- III. Keeps the Board informed through meetings and written reports of the status of all aspects of the agency, with recommendations for adjustments and proposals for new projects.
- IV. Aids the Board of Director's Finance Oversight Committee in establishing and maintaining annual budget.

- V. Provides/presents monthly operational reports at Board of Director Meetings.
- VI. Seeks individuals in the community to solicit board involvement.

### **Fundraising and Event Oversight**

- I. Oversees the writing of grant proposals and follow-up reporting to funding sources.
- II. Solicits and processes individual donations and memberships.
- III. Heads and oversees the Stigma Stomp fundraising event committee, which solicits sponsors, oversees 5K run and health fair coordination, raises private donations, coordinates volunteers, and solicits raffle donations.
- IV. Works with the fund development team and committee chairs to organize and execute fundraising activities for NAMI Whatcom, including organization of, marketing of and oversight over events.

### **Program and Community Outreach Oversight**

- I. Oversight and assistance over the *Education Coordinator* to arrange presentations to public and private entities on mental health issues.
- II. Oversight over NAMI programs and their volunteers.
- III. Meets with community and contact agencies regarding NAMI services. Examples of this include: meeting with church outreach specialists, college department heads, college service learning coordinators, or library staff.

### **Job Requirements**

- Knowledge and understanding of the special concerns and problems faced by people with mental illnesses and their families
- General office management experience, including knowledge of office systems and technology, volunteers, budget, and program planning.
- Ability to fundraise successfully on an ongoing basis (individual donor cultivation, events, and grant writing) and to lead a specific fundraising campaign.
- Skills in working with people who are essential to a small grassroots agency's operational success (volunteers, NAMI members, people with mental illness and their families, members of committees, and board members).
- Ability to make verbal and written presentations that will gain respect, acceptance, and support for NAMI.
- Required to attend mental health training during first three months of employment.

### **Application Process**

Send cover letter and resume to [namiadmin@namiwhatcom.org](mailto:namiadmin@namiwhatcom.org) or to our PO Box by January 15, 2017.



**Director**  
JOB DESCRIPTION &  
QUALIFICATIONS REQUIREMENTS

**PLEASE DO NOT CALL THE OFFICE.**