

## **NAMI New Orleans**

**Title: Executive Director**

**Status:** Full-time (Salaried, exempt)

**Location:** New Orleans, LA

**About NAMI New Orleans:** NAMI New Orleans offers hope, help, and healing for people with mental illness —and those who share their lives— through family support, education and advocacy, and quality psychosocial services. NAMI New Orleans’ work helps individuals live with dignity and independence within the community. The organization’s education, support services, and advocacy efforts help families cope with the effects of mental illness and decrease stigma in the community. NAMI New Orleans’ programming includes psychosocial rehabilitation services, which offer community-based support services, day treatment, and social skills development for people living with mental illness.

**Position Summary:** As a family-based, grassroots support and advocacy organization, NAMI New Orleans is a crucial resource, especially in our ever-changing environment. NAMI New Orleans is seeking a strong Executive Director to build upon the organization’s track record of high quality care and empathy for clients, and to lead in advancing the mission to provide support, education, and advocacy to individuals with mental illness and their families residing in the parishes of Orleans, Jefferson, St Bernard and Plaquemines, LA. In addition to directing the day-to-day operations of the organization, the ED will work with the Board of Directors, staff, volunteers, and board committees to develop and achieve goals related to the current strategic plan; maintain a strong presence in the community as it relates to advocating for policies and practices that positively impact the lives of people with mental illness and their families; and engage in fundraising and development efforts to ensure the sustainability and strategic growth of the organization.

### **Principal Duties:**

#### *Strengthening and Growing the Team in Accordance with Organizational Direction*

- Develop and implement a long-term staffing plan, and act as direct supervisor for the leadership team.
- Inspire team members to align around the organization’s vision and long-term strategy.
- Build a team culture grounded in transparency, open communication, and trust, across all teams and levels within the organization.
- Develop and maintain strategies tied to positive company culture and staff satisfaction data.
- Provide clear direction around recruitment, hiring, termination, training, performance standards, evaluation, and professional development in-line with organizational needs.

#### *Implementation of Organizational Strategy*

- Work with staff and Board to ensure a long-term growth and sustainability strategy in-line with the organization’s vision and community needs.
- Oversee progress against organizational objectives, and periodically (at least annually) evaluate all programs and goals of NAMI New Orleans.
- Lead the staff and Board to implement a plan for raising funds in-line with the organization’s mission and strategic vision.
- Identify and engage with local and national stakeholders to forge mutually beneficial partnerships.
- Work collaboratively with the leadership team to clarify and report key metrics in order to maintain accreditation and monitor program effectiveness.

### *Advocacy and Community Engagement*

- Represent NAMI New Orleans and ensure consistent involvement in mental health advocacy efforts within the local, state, and federal government.
- Cooperate with local, state, federal, and private agencies to provide quality mental health services.
- Act as liaison with NAMI National and NAMI Louisiana and ensure the organization maintains its affiliation with NAMI by offering signature programs.
- Attend workshops, conferences, and meetings conducted by local, state, regional and national organizations and agencies to obtain up-to-date information on mental health treatment, rehabilitation, and community support programs.
- Take an active leadership role in the strategic direction of all community engagement and awareness-raising activities (e.g. the annual NAMI Walk).

### *Fiscal Management and Governance*

- Lead staff and Board in the development of the annual budget. Oversee progress against this budget and maintain oversight of organizational income, expenses, and assets, including investments.
- Ensure the fiscal integrity of the organization, providing monthly financial statements and other documentation and reports that accurately reflect the financial condition of the organization. Deliver regular reports to the Board on the agency's operations and financial position.
- Execute all contracts and agreements entered into on behalf of the organization with Board approval.
- Serve as the primary channel of communication between the Board and staff.
- Work collaboratively with the Board Chair to set board strategy and regularly engage board members around their role in realizing the organization's vision.

### **Desired Skills and Competencies:**

#### *Required*

- Demonstrated ability to lead, supervise, and manage effectively, including financial and personnel management.
- Experience with strategic planning execution and implementation.
- Master's Degree in Social Work, Business Administration, Education, or a related field.
- Experience managing multiple deliverables against deadlines.
- Ability to build meaningful relationships with and communicate effectively across a broad array of stakeholders, including clients, partners, community members, legislators, board members, and staff.
- Effective at public speaking.

#### *Preferred*

- 5+ years management experience in mental health, business administration, non-profit agency operation, or related field.
- Experience with delivery of clinical mental health services.
- Successful track record managing within an agency focused on mental health.
- Experience working for or serving on a nonprofit board.
- Comprehensive knowledge of the public mental health service delivery system and thorough understanding of community support services for adults who have severe mental illness.
- Personal experience supporting individuals with mental health needs.
- Passion for advocacy and increasing awareness of the mental health field.
- Existing familiarity with the New Orleans community and Louisiana mental health Medicaid services.
- Experience in development, fundraising, and grant writing.

**Application Instructions and Additional Information:**

Please submit your resume and cover letter to [hiring@trepwise.com](mailto: hiring@trepwise.com). NAMI New Orleans has retained trepwise to lead this Executive Director search. For more information, you may reach out to trepwise at the email provided above.