

EXECUTIVE DIRECTOR JOB DESCRIPTION

MISSION:

NAMI Hawaii is dedicated to the eradication of mental illness and to the improvement of the quality of life of all of those whose lives are affected by these diseases. We offer Education, Advocacy and Support for persons with mental illness and their families. Our signature programs are Family to Family education, Provider Education and several consumer support groups in various geographic areas.

SUMMARY OF THE DUTIES:

The Executive Director is the chief executive officer of NAMI Hawaii. The Executive Director reports to the Board of Directors, and accepts responsibility for the organization's consistent achievement of its mission, policies and financial objectives.

The Executive Director is responsible for the leadership of NAMI Hawaii's day to day organization and its effective management in the field of services, programs, staff, fiscal business and other factors as determined by the elected Board of Directors and its executive committee. One of the major leadership duties is insure the Board of Directors is able to do the best job possible in its role of policy making.

RESPONSIBILITIES OF THE POSITION:

- I. Program Development and Administration:
 1. Assure the organization has a strategic plan that achieves the mission and toward which it makes consistent and timely progress.
 2. Assist the Board of Directors to assure that as an effective, diverse body governs the affairs of the organization, and assist individual board members to contribute in meaningful ways to the organization's achievement of its mission and financial solvency.
 3. Provide leadership in developing program, organizational and financial plans with the board of directors and staff, and carries out plans and policies authorized by the board.
 4. Promote active and broad participation by volunteers in all areas of the organization's work.
 5. Maintain official records and documents, insuring compliance with federal, state and local regulations.
 6. Maintain a working knowledge of significant developments and trends in the field.
 7. Maintain the day to day operations and workings of a well organized and efficient office.

II.

Communications:

1. Insure that the board is fully apprised about the overall condition of the organization and all related factors that influence it well being.
2. Develop and publicize a positive, consistent message that is in alignment with the mission and the overall policies of the governing Board by preparing written media and other supporting documents for public release.
3. Publicize the activities of the organization, its programs and goals to members, media, community and general public at large.
4. Establish sound working relationship and cooperative arrangements with a variety of community groups and organizations that help promote the organization.
5. Represent the programs and point of view of the organization to government, agencies, organizations and the general public.
6. Engage in grass roots lobbying which includes activities to influence legislation and direct lobbying that includes direct communication with legislators and others with the direction of the board of directors.

III.

Staff Relations:

1. Establish employment practices and procedures that are in alignment with board policies and follow all required State and Federal guidelines.
2. Responsible for the supervision, recruitment, employment and release of all personnel, both paid staff and volunteers.
3. Ensure that job descriptions are developed, regular performance evaluations are held, and that sound human resource practices are in place.
4. Encourage staff and volunteer development and education and assist program staff in relating their specialized work to the total program of the organization.
5. Maintain a safe, congenial and considerate working environment that attracts, retains and motivates a diverse staff of top quality personnel and increases efficiency and encourages teamwork.

IV. Budget and Finances:

1. Responsible for developing and maintaining sound financial procedures and practices that ensures the organization uses generally accepted accounting principles.
2. Prepare the master budget and financial reports for board oversight and keep the board apprised of all financial matters at hand.
3. Provide financial oversight and internal controls to insure that all funds are properly spent within the operating guidelines and policies.
4. Ensure that adequate funds are maintained and available to permit the organization to carry out its work.
5. Assist and support the board in its role for fund development and fundraising.

6. Assist the independent auditors with the annual review in providing all required documents and information in a timely and efficient manner.
7. Prepare official correspondence for the organization and in conjunction with its officers to conduct legal and financial business.

QUALIFICATIONS:

1. Bachelor's degree or graduate degree in a field related to organization's purpose or equivalent years of experience and expertise.
2. Experience in administration and directing a business firm or non-profit agency that involves the supervision of diverse staff and management of significant funds.
3. Experience in working with the public and volunteers and a commitment to special needs volunteer leadership and involvement.
4. Demonstrated success in fund development, fundraising and marketing.