<table>
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<tr>
<th><strong>Job Title</strong></th>
<th>NAMI Walk Manager</th>
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<td><strong>Employer/ Agency</strong></td>
<td>NAMI Greater Houston</td>
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| **Job Description** | • Coordinates all aspects of the implementation of the NAMIWalk Program as outline in the National Walk Manual and the local policies and procedures established by the (NMH).  
• Works closely with the National NAMIWalks Team by communicating regularly with the National Walk Manager.  
• Coordinates the selection of the date, location, and time of the annual event.  
• Recruits Key Walk Volunteers to work in leadership positions on critical activities, including but not limited to sponsor recruitment, team development, volunteer recruitment, pre-event functions, event day logistics, and public relations.  
• Coordinates, directs and supports the activities of NMH and the Key Volunteers by holding regular meetings and providing weekly email status updates.  
• Develops an activity timeline based on the recommended timeline provided by the National Walk Manager.  
• Establishes financial goals and objectives for the Walk with the ED.  
• Solicits and secures cash and in-kind sponsors for the Walk.  
• Coordinates the recruitment and training of all Team Captains involved with the Walk from NAMI members and partners, as well as the local community.  
• Coordinates the printing of all materials for the Walk, using the various templates provided by the NAMIWalk organization  
• Coordinates NAMIWalks related events and activities including: Walk Information Meetings, Team Captain Kick-Off Luncheon, Walk Day, Post-Walk Awards  
• Motivates Team Captains with regular updates on the progress of Walk planning, examples of successful Walk Team recruitment and fundraising, and guidance on recruiting walkers and effective fundraising strategies.  
• Coordinates all public relations, communications and media coverage for the Walk.  
• Maintains complete records relating to the Walk and develops various reports related to goal attainment, income, expenditures, team status, etc. |
# Qualifications

- Experience planning and managing large events or projects with critical due dates
- Experience developing and implementing successful sponsor recruitment strategies
- Experience with public relations and media coordination, including social networking
- Experience with mental health organizations and/or service providers
- Excellent written and oral communication skills, including public speaking
- Strong leadership skills, especially in situations working with volunteers
- Strong computer skills and successful mastery of Microsoft Office programs
- Ability to prioritize work and complete assignments timely with minimal supervision
- Ability to develop and manage a budget and track expenditures
- Ability to work well with in groups and effectively manage meetings
- Ability to conform to the requirements of a national franchise agreement
- Ability to work under pressure and motivate others to achieve goals

## Salary/Hours

| Salary/Hours | TBD |

## Employer/Agency

| Employer/Agency | NAMI Greater Houston |

## Address

| Address | 3630 West Dallas |

## City, State, Zip

| City, State, Zip | Houston, TX 77019 |

## Contact Person

| Contact Person | Glenn Urbach |

## Contact Title

| Contact Title | Executive Director |

## Telephone Number

| Telephone Number | 713.970.4464 |

## Fax Number

| Fax Number | 713.970.4436 |

## Email Address

| Email Address | gurbach@namigreaterhouston.org |

## Application Method

| Application Method | Send cover letter, resume and salary requirements to gurbach@namigreaterhouston.org |

## Opening Date

| Opening Date | Immediately |

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To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.