

Date Posted: 01/31/13

**University of Houston
Graduate College of Social Work**

JOB OPPORTUNITY POSTING

Job Title: Executive Director

Employer/Agency: National Association on Mental Illness- Texas

Job Description: The Executive Director operates within the organization's policies set by the governing board of directors, works with the board to secure the organization's financial integrity, and manages staff and programming to meet the strategic plan, mission and vision of the organization. The Executive Director supervises all staff members and volunteers. The Executive Director is responsible to ensure continued programmatic and fiscal viability of NAMI Texas and to administer and supervise all staff and program components; and, to develop and implement funding plans to ensure financial security and sustainability. The Executive Director reports to the President of the Board of Directors.

Qualifications: Master's degree preferred in Public or Business Administration, Human Services, Social Work, Psychology or related field. Bachelor's Degree considered with outstanding service and relevant business experience totaling at least 3 to 5 years in similar organization. Minimum 3 to 5 years grant management and networking experience with foundations, corporations, government and other funding sources. Minimum 3 to 5 years fundraising experience including events and donor solicitation. Minimum 3 to 5 years supervisory and leadership experience including personnel administration. Minimum 3 to 5 years with financial management experience. Nonprofit experience highly desirable. Grant writing experience preferred. Personal or familial experience in living with mental illness is preferred. Oral and written skills in Spanish preferred.

Salary/Hours: DOE

Employer/Agency: NAMI-Texas
City, State, Zip: Austin, TX

Application Method: NAMI Texas Executive Director Job Description attached.
E-Mail Resumes to: namitexasresumes@yahoo.com

Opening Date: Immediate

If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at majobs@CENTRAL.uh.edu with the hiring details of your new job opportunity. Thank you