

Job Title	Executive Director
Employer/ Agency	NAMI Greater Houston
Job Description	The Executive Director is responsible for the overall administration and operational management of NAMI Greater Houston including service programs, fund-raising, business operations and staff supervision. The Executive Director reports directly to the Board of Directors through its elected Board President and is responsible for implementing Board Policy.
Qualifications	College degree in related field required, Master's Degree preferred. Three or more years experience in personnel management, program development required. Non-profit fundraising and marketing experience, desired. Background in mental health (family and consumer support) preferred. Experience in working with non-profit boards helpful. Proficient computers skills in all Microsoft Office software, necessary. Strong communication and outreach skills with public speaking experience. Knowledge of a wide array of community resources: desirable. Ability to work with multiple projects in a time sensitive fashion necessary. Must be highly creative and entrepreneurial in developing approaches to reach target audiences. Must have excellent organizational and critical thinking skills. Ability to manage an office which requires leadership, planning, input and evaluation
Salary/Hours	Salary commensurate with experience. Benefits include: a health insurance allowance, vacation, sick time and holidays.
Employer/Agency	NAMI Greater Houston
Address	3630 W Dallas Suite 140
City, State, Zip	Houston, TX 77019
Application Method	Please email your resume to: hr@namigreaterhouston.org
Opening Date	

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 mawjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.