

NAMI Chester County

Executive Director

Job Description

Position Summary: The Chief Executive Officer (ED) is a full-time position with responsibility for establishing a prominent NAMI presence in Chester County, PA, by providing support, education and advocacy to individuals with a mental health condition and their families. The Executive Director will build an effective advisory board of directors and recruit staff and volunteers to provide mental health education and support group programs for the community. The ED will grow and maintain a strong positive 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. This position is responsible for fundraising and development efforts to ensure the sustainability and strategic growth of the organization. The ED will work with Chester County to create a viable CIT program.

Reporting Structure: This position will report to NAMI Keystone PA, the state affiliate of the National Alliance on Mental Illness with the expectation that NAMI Chester County PA will become a 501(c)(3) organization in the future.

Job Requirements: Masters' degree in social work, nonprofit management or similar area. Minimum of 5 years of progressive management experience in an organization or prior Executive Director experience leading an organization. Knowledge about mental illness and passion for the mission of the organization. Experience with a NAMI affiliate preferred. Demonstrated experience in advocacy, community engagement, fundraising, financial management, and board and volunteer development. Work is complex and varied requiring analytical thinking and considerable independence. Exceptional communication and interpersonal skills with the ability to articulate a clear and inspiring vision for NAMI Chester County PA and develop strong relationships across a diverse group of stakeholders. Personal or professional experience in the mental health system in Chester County preferred.

The incumbent must be willing to travel 30% within Chester County.

Please send resume and cover letter to NAMI Keystone PA, 105 Braunlich Drive, Pittsburgh, PA 15237 or dference@namikeystonepa.org by September 15, 2022