



Position: Deputy Director

Reports To: Executive Director

Supervises: One part-time staff

Location: Juneau, AK

Travel: Up to two weeks per year

Status: Full Time (open to part-time for the right candidate)

Pay: \$80,000

Benefits: 36 hr work week, 3% retirement match, 20 days of paid time off, 10 days of sick leave, 30 day sabbatical after three years, and opportunity for some work from home. NAMI Juneau does not offer health insurance.

To Apply: Send a resume and cover letter (maximum one page) to namijuneau@gmail.com.

Hiring Process: Resumes will be accepted through February 12. Interviews will be held Feb 10 - Feb 25.

Position Summary:

NAMI Juneau's mission is to provide education, advocacy, support, and public awareness to help individuals affected by mental illness build better lives. The Deputy Director (DD) will work closely with and provide support to the Executive Director (ED) to execute NAMI Juneau's mission, vision, and strategic plan. The DD will bring proven nonprofit management expertise and experience in fund development, operational management, and governance. The DD must have a keen attention to detail, a passion for problem-solving, a level of confidence in community engagement, and a skillset in both organizing and executing fundraising activities. The DD leads by example while creating and maintaining a positive, collaborative, and inclusive work culture. This position may serve as temporary ED in the absence of the ED.

The DD is a new position for NAMI Juneau. We anticipate the amount of time spent on the main areas of work to be 50% fund development, 40% operations and 10% board governance.

Deputy Director Responsibilities:

1. Fund Development

- a. Create a development plan in alignment with the NAMI Juneau strategic plan
- b. Identify and coordinate fundraising activities and events.
- c. Build, cultivate, and manage relationships with individual donors and granting agencies.
- d. Contribute to grant writing and reporting processes.
- e. Oversee the data collection, reporting and record-keeping requirements ensuring accuracy, timeliness, and completion.
- f. Support staff in generating revenue for existing presentations/programs.

- g. Create and manage a communications plan in alignment with the NAMI Juneau strategic plan.
 - h. Increase community awareness of NAMI Juneau and JSPC, including tabling at outreach events.
2. Operations
- a. Manages relationship with 3rd party, managed IT support.
 - b. Manages relationship with financial banking institution(s) and accounting firm.
 - c. Supervise part-time bookkeeping staff.
 - d. Provides Human Resource / Organizational Development support by:
 - i. Managing the employee manual on an annual basis
 - ii. Communicating non-monetary benefits to staff
 - iii. Identifying and proposing staff professional development opportunities
 - iv. Create process for employee evaluations
 - v. Overseeing staff appreciation efforts
 - e. Provide high-level input to inform decisions the organization makes around both legal and financial risks, such as contracts and insurance policies.
 - f. Provide high-level input to inform staffing decisions related to growth, performance and accountability.
 - g. Support the ED in administrative tasks and other projects as assigned.
3. Board Governance Support
- a. Supports the partnership of the ED and Board of Directors and its committees to maximize their efforts, seeking involvement in policy decisions and increasing the visibility of the organization.
 - b. Coordinates with the ED and Board of Directors to support board-lead projects.
 - c. Acts as Secretary for the Board of Directors by managing meeting schedules, taking meeting minutes, document organization, and overall, contributing to the success of the Board of the Directors.

Required Skills, Training, and Qualifications:

- Managerial experience, preferably in a nonprofit environment.
- A commitment to working with and on behalf of those who live with mental illness and their loved ones.
- Commitment to social justice, equity and service to others.
- Proficient in Microsoft Office (particularly Word, Powerpoint and Excel), Zoom, email applications.
- Strong aptitude for problem-solving and partnership development.
- Excellent organizational, written and verbal communication skills.
- Must pass background check.
- Ability to work occasional evenings and weekends.

Desired Skills, Training, and Qualifications:

- Lived experience with mental illness, substance use and/or suicide.
- Demonstrated experience in grant writing and knowledge of fundraising strategies.

Driving Requirements: This position requires access to reliable transportation for occasional travel between community locations, offices, or other locations, as needed.

About Us

NAMI Juneau works out of Teal Street Center (8711 Teal Street). The building and our office is dog-friendly and occasionally hosts a charming toddler.

Equal Opportunity Employer: We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or another characteristic protected by law.