

ORGANIZATIONAL INFORMATION

NAMI Southeast Wisconsin, Inc. (NAMI SEWI) is a nonprofit organization focused on providing hope and help to those impacted by mental health conditions in Milwaukee, Waukesha, and Jefferson Counties as well as surrounding communities as requested. NAMI SEWI works toward the goal of creating a community where the stigma around mental health conditions does not exist by providing support, education and advocacy for individuals impacted by mental health conditions, their loved ones and the community at large at no cost to participants. Our services are provided from a lived experience perspective with the goal of creating a more educated and supportive community for those impacted by mental health conditions. NAMI SEWI is a local affiliate of the National Alliance on Mental Illness (NAMI).

To learn more about NAMI SEWI, please visit: <https://namisoutheastwi.org>

POSITION DESCRIPTION

The Executive Director (ED) serves as the chief executive leader, responsible for advancing NAMI Southeast Wisconsin's (NAMI SEWI) mission, philosophy, strategic vision, and overall operational effectiveness. This role encompasses financial oversight, program management, staff leadership, and community engagement. The ED reports directly to, and works in partnership with, the President and the Board of Directors to achieve strategic goals and ensure effective governance.



PRIMARY DUTIES AND RESPONSIBILITIES

Leadership

- Collaborates with staff, Board of Directors, affiliate leaders, members, and volunteers to define organizational direction and execute NAMI SEWI's mission: to improve the quality of life for those affected by mental illness and to promote recovery.
- Promotes awareness and visibility of NAMI SEWI's vision and strategic direction at the regional level.
- Maintains comprehensive knowledge of legislative challenges, current issues, and community needs relevant to the organization's mission.
- Represents NAMI SEWI in interactions with other entities, the general public, the media, and within the mental health community, serving as the primary spokesperson.

Program Development and Administration

- Oversees the implementation of NAMI SEWI programs in collaboration with the Program Directors.
- Supports the development and diversification of programs to align with NAMI SEWI's mission and address community needs.
- Ensures that programs are responsive to evolving community needs and reflective of best practices in mental health services.

Leadership and Supervision

- Administers and ensures execution of NAMI SEWI's policies and procedures and follows charter obligations to NAMI Wisconsin and NAMI National.
- Oversees the day-to-day administrative functions and operational efficiency of the organization.
- Ensures compliance with all legal and regulatory obligations, including reporting requirements and interactions with legislative stakeholders.
- Partners with the Board of Directors to develop and execute a strategic plan aligned with the organization's goals and committee objectives.
- Provides strategic direction for human resources, including employees, interns, consultants, and volunteers, to foster a collaborative and inclusive workplace culture.
- Inspires a collaborative, creative, and problem-solving work environment, ensuring high morale and staff retention.
- Leads crisis management efforts, ensuring that the organization is prepared for and can respond effectively to emergencies.
- Encourages ongoing professional growth and learning within the organization, promoting opportunities for staff development and advancement.
- Actively seeks out and participates in professional development opportunities relevant to the role and the organization's mission.

Fund Development

- Oversees the Development program, guiding and supporting the creation and achievement of fundraising goals.
- Engages in donor cultivation, membership growth, annual fund appeals, and other fundraising initiatives in collaboration with the Development team and Board of Directors.
- Builds and cultivates relationships with stakeholders, local officials, funders, and partner organizations.
- Partner with key internal and external stakeholders to establish a comprehensive way to support organizational goals and budgets.
- Procure and manage resources necessary to ensure the healthy financial operation of NAMI SEWI.

Financial Management

- Works with appropriate staff and Board members to:
 - Secure funding to support short- and long-term organizational goals.
 - Develop and manage the organization's fiscal budget.
 - Ensure compliance with state and federal financial regulations, including annual audits and IRS Form 990 submissions.
 - Produce monthly financial reports for the Board in collaboration with staff, the accounting firm, and the Finance Committee.
 - Oversee all financial operations, including bookkeeping, accounting, cash flow monitoring, and coordination with external accounting firm and auditors.
 - Approve and manage expenditures within the board-approved budget.
 - Safeguard organizational assets through appropriate insurance coverage and security measures.
- Oversees the management of grants and contracts, including implementation, reporting to grantors, and communication with the Board.

Relationship with Board of Directors

- Supports the management and ongoing success of the Board's composition, processes, and governance, actively participating in all General Board, Executive Committee, Finance Committee, Governance Committee, and other relevant meetings.
- Prepares meeting agendas and materials in collaboration with the Board President and Secretary.
- Partners with the Board President and BOD to ensure effective governance and organizational oversight.

Public Relations and Advocacy

- Represents NAMI SEWI in interactions with state agencies, the legislature, advocacy groups, and other relevant entities.
- Oversees public relations efforts, supporting the Director of Development and Marketing in enhancing NAMI SEWI's visibility and recognition.
- Guides staff in developing media and marketing strategies to increase NAMI SEWI's presence through various platforms, including websites, social media, and webinars.
- Provides leadership for NAMI SEWI events, such as NAMI Walks and Blue Jean Bingo, alongside the Director of Development and Marketing.

In accordance with the Americans with Disabilities Act, the above is intended to summarize the essential functions of and requirements for the performance of this job. It is not meant to be an exhaustive list of miscellaneous duties and responsibilities that may be requested in the performance of this job.

ATTRIBUTES AND QUALIFICATIONS

- A Bachelor's Degree with a minimum of five years of experience in a leadership role.
- Exceptional written and verbal communication skills.
- Strong interpersonal and organizational skills, with the ability to manage multiple priorities effectively.
- Extensive knowledge of and experience in organizational management, including both strategic leadership and operational administration, and specific understanding of the mental health services sector.

- Thorough understanding of the complexity of mental health issues and needs.
- Familiarity with the nonprofit environment with proven expertise in strategic planning, program evaluation, and operational oversight.
- Ability to deliver formal, persuasive presentations and effectively engage with diverse community stakeholders.
- Proficiency in public speaking and training facilitation, including conducting workshops and educational sessions.
- Commitment to working with diverse populations.
- Lived experience with mental health conditions, either personally or through a loved one, is desirable.
- Demonstrated experience in philanthropy, fund development, and donor relations.
- Proficiency in relevant technology, including project management tools, financial software, and data management systems.
- Must be able to maintain confidentiality.

COMMITMENTS FROM NAMI SEWI

NAMI SEWI is an Equal Opportunity Employer and Service Provider. Our programs, services, and employment are available to all individuals on an equal basis regardless of race, color, religion, sex (including pregnancy), national origin, age, disability (including those with sight or hearing impairments), marital status, sexual orientation, gender identity, arrest or conviction record, the ability to speak English and any other category protected by federal or state law.

- References will not be contacted until a candidate has been notified.
- Offers of employment are contingent upon clear results of thorough background and reference checks.
- All inquiries and interactions with potential candidates are kept in strict confidence.
- This position will remain open until it is filled.
- Must be eligible to be bonded.

The annual salary range for this leadership position begins at \$110K and offers a generous suite of benefits.

INSTRUCTIONS FOR APPLICANTS

For full consideration of this position, please email all items below, combined into one document, to NAMI@leadingtransitions.com, attention: Mindy Lubar Price, President & CEO, Leading Transitions LLC, 1345 N. Jefferson St., Suite 350, Milwaukee, WI 53202 no later than **5:00 p.m. CST on April 14, 2026**:

- A letter demonstrating your qualifications for the Executive Director position that includes your interest in the mission of NAMI SEWI, and a description of your salary parameters,
- A detailed and updated resume and,
- The names of, your relationship to, and contact information for three professional references.

Leading Transitions is committed to the vitality of mission-based, nonprofit, philanthropic, and community-centered efforts and organizations, and their leaders. The firm's inclusive practices provide the flexibility and creativity necessary to adapt to the intricacies and dynamics of any community. We believe that periods of change are transformational and bring great new opportunities.

