

Position Description

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| Position Title: Director of Development | | FLSA Classification: Full Time |
| Reports To: Executive Director, NAMI Pinellas County Florida, Inc. | Workers' Comp Classification: Administrative | Exempt Category: Exempt |
| <p>Position Summary: The Director of Development will be responsible for expanding NAMI Pinellas County Florida, Inc., broad-based funding strategy to ensure continuing financial success; mobilizing and nurturing NAMI's grassroots; promoting awareness and visibility of the NAMI vision and direction; grant-writing and forecasting emerging issues. The Director of Development is responsible for increasing brand awareness, coordinating public relations efforts, managing the NAMI Walk, and researching and responding to new business opportunities.</p> | | |
| <p>Supervisory Responsibility: There is no supervision of others in this position</p> | | |
| <p>Required Education/Experience</p> <ul style="list-style-type: none"> ▪ Bachelor's degree in a related field or equivalent combination of education and experience ▪ Minimum of five years business development experience ▪ Behavioral health business development experience a plus | | |
| <p>Essential Job Functions</p> <ul style="list-style-type: none"> ▪ Research new business opportunities, report to management and respond to opportunities as directed to do so, engaging other functional areas as required ▪ Research grant opportunities from government and non-government agencies ▪ Draft grant proposals and supporting documents based on the funding requirements of the organization ▪ Manage the annual NAMI Walk fundraiser ▪ Establish relationships with media venues and serve as focal point for public relations initiatives ▪ Develop and maintain initiatives to increase brand awareness ▪ Work with Community Managers to identify and create partnerships and alliances throughout the Region | | |
| <p>Required Knowledge, Skills & Abilities:</p> <p><u>Position Specific</u></p> <ul style="list-style-type: none"> ▪ Exceptional grant writing abilities ▪ Maintain positive relationships with fund providers and other stakeholders ▪ Extraordinary skills in public relations and branding protocols ▪ In-depth knowledge of community system of care requirements ▪ Understanding of Florida public mental health/substance abuse system, including treatment protocols and system of care principles and values, to assure contractual compliance a plus ▪ Understanding of funder requirements <p><u>General</u></p> <ul style="list-style-type: none"> ▪ Above-average oral communication and business writing skills ▪ Ability to represent NAMI Pinellas County Florida well at funder, provider and community venues ▪ Ability to manage multiple tasks and prioritize to meet deadlines ▪ Above-average knowledge of Microsoft Office suite as applicable to the position <p><u>Core Capabilities</u></p> <ul style="list-style-type: none"> ▪ Fiscal Responsibility – Demonstrate sharing of ideas and/or implement process improvement initiatives that lead to increased efficiencies and reduced costs and/or increased revenue ▪ Productivity – Demonstrate work habits that result in productive work output within the required timeframe that is professional, accurate and thorough; explore new ways to improve work output; demonstrate flexibility to respond to change ▪ Teamwork – Demonstrate cooperativeness with and value and respect toward peers, superiors, customers and when representing NAMI Pinellas County Florida in the community; demonstrate initiative to help others when needed ▪ Communication – Demonstrate verbal and written communications that are professional, clear, concise and courteous; demonstrate effective presentation skills and listening skills, both in the workplace and when | | |

representing NAMI in the community

- **Reliability** – Demonstrate reliability through attendance and punctuality, both in the workplace and when representing NAMI in the community
- **Loyalty** – Demonstrate loyalty to the corporate culture and business standards by adherence to established plans and policies

Standards of Performance

- **Corporate Culture** - Understand and embrace corporate mission, vision, goals and guiding principles
- **Communication** - Demonstrate accurate, clear concise and courteous internal/external verbal and written communication and presentations; demonstrate sound listening skills; represent NAMI well in the community
- **Quality of Work** - Demonstrate accurate, neat and thorough work; infrequent errors that have minimal or no negative impact to NAMI
- **Quantity of Work** - Demonstrate sound work habits; work output and timeliness positively impacts NAMI's overall performance
- **Dependability** - Complete assignments and meet deadlines; punctual and infrequent unplanned absences
- **Interpersonal Skills** - Maintain positive and cooperative attitude; work harmoniously with others; demonstrate effective conflict resolution and welcome constructive feedback
- **Initiative** - Work independently, problem solve, identify cost efficiencies, assume additional responsibility and offer support and assistance to others as appropriate
- **Adaptability** - Demonstrate flexibility and adaptability to changing priorities
- **Decision Making** - Demonstrate logical and sound judgment; ensure decisions are made at appropriate level of authority
- **Ethics** - Adhere to Standards of Business Conduct; Demonstrate sound ethical principles in all situations; Comply with all confidentially standards, including HIPAA, as related to client and employee privacy
- **Safety** - Adhere to safety standards at all times