

Employment Opportunity - NNMH National Executive Director

About Us

The National Network for Mental Health (NNMH) is a unique national organization that has a "grassroots" history and approach. It is the only non-diagnostic mental health consumer/survivor organization that is national in scope and service in Canada.

We, as an organization, are 100% consumer/survivor driven. This means that all of our board members, voting members, and most of our staff, are mental health consumer/survivors. As an organization, we believe networking to be based on the principles of inclusion and informed choice and we respect each person's individuality as we work together to find "common ground". The NNMH currently has a head office in St.Catharines and BUILT Network Project Sites in North Bay, ON, Winnipeg MB, Calgary AB, and New Westminister BC. For more information please visit <http://nnmh.ca>.

About the Opportunity

Under the direction of the Board of Directors, the National Executive Director is responsible for effective day-to-day management, supervision, and coordination of the National Network for Mental Health. This position is currently based on a 30hr work week. Using your strong administrative and organizational skills you will:

- Coordinate, integrate, and provide input to the activities of the board, staff and volunteers;
- Research funding sources and best practices, and submit proposals for funding as approved by the Board of Directors;
- Ensure that all funding agreements are carried out in accordance to stated objectives;
- Draft Policy and Procedure documents for approval from the Board of Directors
- Provide support to members and affiliates with respect to the development of Regional and/or Provincial/Territorial Networks, where none presently exists;
- Provide support to existing affiliate and/or member Provincial and/or Territorial Networks;
- Ensure communication to and from the National Network for Mental Health is consistent with the values of the NNMH and is cost effective and accessible;
- Maintain regular and appropriate communication with funding bodies, partners, other national organizations, members, and committees of the National Network for Mental Health;
- Responsible for media communication; and is primary spokesperson for the National Network for Mental Health.
- Ensure auditing, filing and other documentation requirements are met with respect to the organization's corporate and charitable status;
- Ensure effective financial controls are in place and budgets are spent in accordance to Board and funding body directives

About you

You are recovery oriented and an individual with lived experience with mental illness. An in-

depth understanding of mental health issues in Canada. A dynamic self-starter, with a passion for making a difference you will work collaboratively with staff, board members and volunteers on innovative and purposeful Canadian and international activities that turn vision into action. You have related post-secondary training, with a minimum of four years administrative and operational experience at a management level. You will have the ability to work comfortably both in the grass roots movement and in a bureaucratic setting. A team player, with the ability to take initiative, you bring a can do approach and a strong customer service orientation to your work. Superior communication and interpersonal skills, along with the ability to build strong relationships complete your profile. You will have experience in the mental health not-for-profit sector and an understanding of its financial, legal and ethical aspects.

How to apply

To apply for this challenging opportunity to play a pivotal role in an organization with a compelling mission and vision, please submit your resume and cover letter by **July 10th 2010** to:

National Executive Director Selection Committee
National Network for Mental Health
591 Main St. East Suite 104
North Bay, ON P1B 1B7
Fax: (705) 475-1641
email: jobs@nmmh.ca