



Executive Director Job Description 2020

New Mexico Children's Foundation is a visionary, grassroots, nonprofit organization that funds small nonprofit organizations throughout New Mexico that serve the educational, mental, physical and social needs of children and their families.

NMCF seeks a dynamic, innovative and personable individual to fill the role of Executive Director. The position is part time, 20 hours a week (varies).

The Executive Director will have solid nonprofit business knowledge to lead the board and the organization towards success in funding grants to help the children of New Mexico. They will be responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include marketing, community outreach and supporting the board in its responsibilities of fund raising and strategic planning.

Primary Job Responsibilities

1. Serve as the public face of the NMCF to promote the mission and generate support for the organization.
2. Develop and implement strategies to raise the visibility and finances of the Foundation across the State of New Mexico.
3. Assist the donor development committee in its fund-raising efforts.
4. Oversee office management for the Foundation.
5. Generate all correspondence of the Foundation including donor acknowledgement letters.
6. Responsible for all Foundation communication including:
 - a. oversight of the website and active social media presence
 - b. write, print and mail a biannual newsletter
 - c. maintain communication with Foundation grantees and potential grantees
7. Attend all meetings of the Foundation. This includes but is not limited to: monthly board meetings, committee meetings, fund-raising events and any meetings or workshops scheduled by the board.
8. Coordinate and maintain community outreach efforts.
9. Work with The Treasurer to maintain a complete understanding of the Foundation's financial responsibility.

10. Uphold and demonstrate at all times the values, standards and goals of the Foundation.

Professional qualifications

- A bachelor's degree.
- Transparent and high integrity leadership.
- Five or more years senior nonprofit management experience.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with staff.
- A history of successfully generating new revenue streams and improving financial results.
- Active fund-raising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

The Executive Director reports directly to the President of the Board but is also accountable to all board members.

If you visualize yourself in this organization leading it to the next level and helping the children of New Mexico towards a brighter future, we encourage you to apply.

Send cover letter and resume to: searchcommittee@nmchildren.org by February 28, 2020.

Learn more about the NM Children's Foundation at <https://nmchildren.org/who-we-are/>