

Job Title: **Executive Director**

Location: Alamogordo, NM

Type: Semi Full-time, Exempt

Reports to: Board of Directors

Mission Statement:

Mobilizing local churches (and our community members) to transform lives and communities in the name of Christ

Overview:

Love INC of Otero County is a non-profit organization whose purpose is to organize and coordinate churches in Otero County to respond to individual, family, and project needs in the name of Christ, transforming lives and community. The corporation accomplishes this through the following activities: fashioning a cooperative helping relationship between area agencies and churches, generate untapped church resources to meet community needs, utilize a clearing house to screen needs, use community resources, and as it matures, other initiatives necessary to meet needs.

Position Summary:

Love INC of Otero County is seeking an experienced Executive Director who is passionate about our mission and able to lead our organization with excellence. The Executive Director will be responsible for overseeing all aspects of the organization's operations, including fundraising, program development, financial management, staff supervision and technology issues. As a mentor to staff, the Executive Director will motivate and empower the team to achieve their best work.

In addition to the operational responsibilities, the Executive Director will be a passionate leader who inspires others to engage with our mission. S/he will work closely with the Board of Directors to ensure that the organization is fulfilling its mission and serving its constituents effectively. The Executive Director will also be responsible for cultivating and maintaining relationships with key stakeholders, including donors, partners, and community leaders.

Our ideal candidate will be a motivational leader with a proven track record of success in nonprofit management. S/he will be passionate about our organization's mission and committed to achieving our goals. The Executive Director will be a strategic thinker who is able to balance short-term needs with long-term planning. S/he will have excellent communication skills and be able to represent our organization to a variety of audiences.

Key Responsibilities:

Organizational Leadership and Board of Directors Relations:

- Collaborate with the Board of Directors to ensure that the organization is fulfilling its mission.
- Attend meetings as a non-voting member and provide regular updates to the Board of Directors regarding the organization's operations and performance.
- Work with the Board of Directors to develop and implement policies and procedures that support the organization's mission and goals.

Staff Management & Mentorship:

- Serve as a servant leader to the organization's staff, providing guidance, motivation, and support to help them succeed in their roles.
- Foster a positive work environment and promote teamwork and collaboration, encouraging staff members to contribute their unique perspectives and talents.
- Provide regular feedback to volunteer and staff members, to ensure that they are meeting performance expectations and growing in their roles.
- Model and promote the organization's values and culture, setting a high standard for ethical and effective behavior in all interactions.

Financial Management & Leadership:

- Oversee the organization's financial management in partnership with the board treasurer, ensuring that the organization is financially sound and operating with financial prudence for long-term sustainability.
- Develop and oversee the organization's annual budget, working with the board to ensure that it aligns with the organization's goals and priorities.
- Monitor financial performance on an ongoing basis, tracking revenue and expenses and making adjustments as needed to ensure that the organization is operating within its budget.
- Collaborate with the Board of Directors and other stakeholders to identify opportunities for revenue growth and cost savings, while also ensuring that the organization remains financially stable and sustainable for the long term.
- Maintain up-to-date knowledge of best practices in nonprofit financial management and ensure that the organization's financial policies and procedures are in compliance with all relevant regulations and guidelines.

Fundraising and Development:

- Develop and lead the implementation of a comprehensive fundraising and development strategy that aligns with the organization's mission and goals, with a focus on securing major gifts and individual donations.
- Identify and cultivate relationships with high-level donors, foundations, and other potential funding sources, working closely with the Board of Directors and other stakeholders to engage donors and secure major donations.
- Work with the Board of Directors and other stakeholders to establish fundraising priorities and opportunities, including annual giving campaigns, special events, and grant applications.
- Provide leadership and direction to staff and volunteers involved in fundraising and development activities, ensuring that all efforts are aligned with the organization's goals and priorities.
- Develop and implement donor stewardship plans to maintain strong relationships with donors and secure ongoing support, including regular communication, recognition, and engagement opportunities.
- Ensure that the organization raises enough funds to meet its annual goals and expand its mission reach and impact, monitoring progress toward fundraising goals and making adjustments as needed.
- Maintain up-to-date knowledge of best practices in nonprofit fundraising and development, and work collaboratively with the Board of Directors and other stakeholders to continuously improve the organization's fundraising efforts.

GAP Program Development and Management:

- Develop and implement a strategic program planning process to identify programs that align with the organization's mission and goals, working closely with staff, volunteers, and other stakeholders to ensure that programs are effective, efficient, and meet the needs of the organization's constituents.
- Manage the day-to-day operation of programs, working with staff and volunteers to ensure that programs are executed with excellence and create the most impact for the mission of the organization.
- Evaluate program outcomes on an ongoing basis, using data and feedback from stakeholders to make adjustments and improvements as needed.
- Expand programs and services as appropriate to fulfill the organization's mission, working with the Board of Directors and other stakeholders to identify opportunities for growth and innovation.
- Ensure that programs are implemented in accordance with all relevant regulations and guidelines, maintaining compliance with legal and ethical standards.
- Promote the organization's programs and services to key stakeholders, including donors, volunteers, community partners, and the media, to increase awareness and support for the organization's mission.

Marketing, Communications & Public Speaking:

- Develop and implement a comprehensive marketing and communications strategy to increase the organization's visibility and reach.
- Create and maintain the organization's brand and messaging across all channels.
- Act as the organization's spokesperson and represent the organization at public events and speaking engagements.
- Develop and maintain relationships with media outlets and reporters to secure press coverage and promote the organization's activities.

Qualifications:

- Minimum of 3 years of experience in nonprofit management or a related field.
- Strong leadership, communication, and interpersonal skills.
- Demonstrated experience in fundraising and development.
- Knowledge of nonprofit financial management and budgeting.
- Ability to work collaboratively with staff, Board of Directors, donors, sponsors, and other stakeholders.
- Passion for the organization's mission and values.

To Apply:

Please submit your resume and application to LOVE INC OF OTERO COUNTY, PO BOX 1551, ALAMOGORDO, NM 88311 or susan.payne@loveincotero.org with the subject line "Executive Director Application - [insert your name]". We thank all applicants for their interest, but only those selected for an interview will be contacted.