**Executive Director**

Crisis Center of Northern NM – Espanola, NM 87532

**Salary**

$50,000.00 - $80,000.00 per year

**JOB TITLE**Executive Director

**SCOPE OF WORK**

We are looking for an experienced Executive Director to oversee all operations, functions, and activities. You will be the key management leader of the Crisis Center of Northern New Mexico. You will be responsible for overseeing the administration, programs, and strategic plan of the organization.  You will report directly to the Board of Directors.

You will work with the board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach. You will be responsible for overseeing all programs including shelter and shelter services, community outreach, and non-shelter services. You will be responsible for the oversight of personnel and fiscal management of the organization, including budget preparation, expenditures, and fundraising. You will be responsible for the enhancement of the Crisis Center of Northern New Mexico’s image by being active and visible in the community and by working closely with other professionals, civic and private organizations. You will be responsible for the hiring and retention of competent, qualified organization personnel.

**SALARY**

* $50,000 - $80,000 (Contingent on available funding and experience)

**MINIMUM EDUCATION**

* Bachelor’s degree in Human Service field ***or*** Bachelor’s degree in any field with a combination of 5 years’ experience in a related field.
* Master’s Degree preferred.
* Spanish Bilingual preferred.
* Evidence of continuing education related to the field.
* Must be able to pass a CYFD background/fingerprint check.
* Must be able to pass a TB skin test screening
* Valid NM Driver’s License
* A high level of confidentiality must be maintained at all times.

**MINIMUM EXPERIENCE**

* At least 21 years of age.
* Minimum of five years’ experience in non-profit management.
* A minimum of three years’ experience in operating a shelter program.
* Transparent and high integrity leadership.
* Human service field exposure.
* Experience with domestic violence and sexual violence issues.
* Knowledge of the community and cultural sensitivity.
* Ability to work in crisis situations.
* Ability to foster a team-oriented environment.
* Active fundraising 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.
* Extensive experience in the grant RFP process.

**SPECIAL QUALIFICATIONS**

* Experience and skill in working with a Board of Directors and board development
* 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 proven track record in writing and obtaining grant funding. Experience with successful fundraising
* Ability to provide public presentations on violence in general and a working knowledge of the impact of violence on individuals, families, and the community at large.
* Ability to network with all facets of the community.
* Familiarity with the state’s legislative process.

**DUTIES**

* Uphold the mission statement of the organization.
* Ability to organize, supervise, and evaluate overall operations of the Crisis Center.
* Identify potential funding sources, procures, and maintains grants.
* Facilitate recruitment, hiring, and termination of program personnel
* Review and revise all agency policies and procedures and submits them to the Board of Directors for approval or revision as needed.
* Direct and schedule staff meetings and attends other meetings as necessary.
* Outreach and network with potential community partners.
* Ensures that quarterly and annual reports are completed and submitted to funding sources as scheduled.
* Maintain fiscal integrity of all programs including budgets, audits, and presentation of financial reports to Board and funders.
* Ensure the maintenance of the physical condition of the shelter is a safe, healthy, and pleasant environment for direct services to residential and non-residential clients.
* Provide 24-hour emergency supervision.

**Benefits:**

* Dental insurance
* Health insurance
* Paid time off

**Schedule:**

* Monday to Friday
* On call

**This Company Describes Its Culture as:**

* Detail-oriented -- quality and precision-focused
* Outcome-oriented -- results-focused with strong performance culture
* Benefit Conditions:
* Waiting period may apply

**Company's website:**

* http://crisis-centers.org

**Work Remotely:**

* No

**Company's Facebook page:**

* https://www.facebook.com/CrisisCenterNNM/

**This Job Is Ideal for Someone Who Is:**

* Dependable -- more reliable than spontaneous
* People-oriented -- enjoys interacting with people and working on group projects
* Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction
* Detail-oriented -- would rather focus on the details of work than the bigger picture
* Achievement-oriented -- enjoys taking on challenges, even if they might fail
* Innovative -- prefers working in unconventional ways or on tasks that require creativity
* High stress tolerance -- thrives in a high-pressure environment

**COVID-19 considerations**

We are doing everything we can to keep our team, the people we serve, and the community safe. This means offices, common areas, or widely spaced work stations; regular cleaning, masks and hand sanitizer, and work from home options, when possible.