

Announcement for Executive Director
February 8, 2010

The New Mexico Direct Caregivers Coalition, founded in 2009, seeks its first Executive Director.

The Coalition's primary goal is to improve the quality of life for family and professional direct caregivers. We provide the space and opportunity for family and professional caregivers to define and advocate on topics of importance to them--be it higher wages, better benefits and workplace supports, or training and education needed for improving their own professional development and that of the field.

The Executive Director is the Chief Executive Officer of the New Mexico Direct Caregivers Coalition and reports to the Board of Directors. The Executive Director is responsible for consistent achievement of the organization's mission and financial objectives.

The Coalition has a small expense budget, is recognized as a 501(c)6 organization and is in good standing with Federal and state taxing and regulatory authorities. The organization is led by ten members of a Board of Directors from throughout New Mexico, all of whom are direct caregivers.

Funding for the position is based on the incumbent's ability to raise funds. The position is responsible for spearheading substantial annual growth in individual membership, corporate philanthropy, government and foundation grants and campaigns for gifts to support and sustain a new organization. The incumbent develops annual and long-range plans to increase contributions in all areas. The incumbent manages the implementation of these plans and strategies, including volunteer training, personal solicitation, planned and deferred giving, major grant proposals, corporate giving, direct mail and telemarketing, and on-line giving, as well as other emerging philanthropic tools and technologies.

In relation to program development and administration, the Executive Director will:

1. Assure the organization has a long-range strategy which achieves the mission, and toward which it makes consistent and timely progress.
2. Provide leadership in developing funding, program and organizational plans with the Board of Directors.
3. Carry out plans and policies authorized by the Board.
4. Promote active and broad participation by volunteers in all areas of the organization's work.
5. Maintain official records and documents, ensuring compliance with Federal, state and local regulations.
6. Maintain a working knowledge of significant developments and trends in the field.

In relation to funding, budgeting and financial controls, the Executive Director will:

1. Be responsible for developing and maintaining sound financial practices.
2. Serve as significant and primary fundraiser for the organization, coordinating volunteers as appropriate for annual membership drives, gifts and donations, setting and meeting annual fundraising goals.
3. Work with the Board in preparing a budget.
4. Assure that the organization operates within budget guidelines.
5. Ensure that adequate funds are available to permit the organization to carry out its work.
6. Jointly, with designated officers, conduct official correspondence of the organization.
7. Jointly, with designated officers, execute necessary legal documents accounting filings.

In relation to communications, the Executive Director will:

1. Assure the Board is kept fully informed on the condition of the organization and all important factors influencing it.
2. Publicize activities of the organization, programs and goals.
3. Establish working relationships and cooperative arrangements with community groups and organizations.
4. Represent the programs and point of view of the organization to agencies, organizations, and the general public.

In relation to volunteers, the Executive Director will:

1. Be responsible for recruitment, employment and release of all volunteers and any future staff.
2. Ensure that job descriptions are developed, that regular performance evaluations are held and that sound human resource practices are in place.
3. Encourage volunteer development and education, assisting volunteers in relating specialized work on behalf of the organization.
4. Maintain a climate that attracts, retains and motivates a diverse set of top quality volunteers and future staff.

To apply, send cover letter and resume to NMExchange@aol.com before 5:00 pm Mountain time on March 3, 2010. No phone calls.

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