**EXECUTIVE DIRECTOR, POSITION DESCRIPTION AND ANNOUNCEMENT OF VACANCY**

**April, 2023**

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| **Organization Overview:**  |
| Encuentro’s mission is to transform New Mexico into a thriving community for all of its residents. We do this by engaging with Latinx immigrant adults in educational and career development opportunities that build skills for economic and social justice.Encuentro’s success stems largely from the deep-seated trust established with the local community, its cultural accessibility, and the immigrant leadership reflected through staff and board composition. By engaging closely with the community, Encuentro seeks to maintain an awareness of adult immigrant learners’ needs and aspirations to inform and support responsive program design. Encuentro is committed to providing education that builds individual and community knowledge, leadership and community power.Over the past 14 years the organization has grown from a staff of two employees to sixteen, with a strong senior leadership team (Education Director, Career Development Director and Development Director), and in 2021 purchased and remodeled a building capable of serving 200+ adult learners, with plans for expansion.The Board of Directors welcomes candidates for the Executive Director position who can leverage Encuentro’s successful history and strong foundation to grow opportunities for expanded impact. |

**Position Overview**

Reporting to the Board of Directors, the Executive Director is responsible for all day-to-day operations, and further developing the long-term viability of the organization. A successful candidate will demonstrate strong strategic planning and leadership skills, and convey genuine passion for the mission of the organization. Encuentro requires visionary leadership and the ability to engage key constituents for the good of the organization’s beneficiaries. The Executive Director will lead Encuentro’s dynamic bilingual and bicultural team, working together to respond to the needs and aspirations of Albuquerque’s Latinx immigrant community.

**Key Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.  The requirements listed below are representative of the knowledge, skill, and/or ability required.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Strategic Leadership*

* Promote Encuentro’s long-range strategy to make consistent and timely progress of its mission by driving the organization’s operational goals and objectives, including recruitment, training, supervision, evaluation, and leadership development.
* Provide dynamic support for Encuentro’s Senior Leadership Team to preserve a climate that attracts, keeps, and motivates staff, participants, volunteers and board members.
* Maintain a working knowledge of significant developments and trends in the fields of adult education, home health, immigrant-centered workforce development, and immigrant rights to inform the monitoring and evaluation of program effectiveness.
* Work with the Board of Directors to address issues that affect the financial and health of the organization, including providing guidance and oversight of on-going capital projects aimed at growing the organization’s capacity.

*Community Relations and Donor Cultivation*

* Expand a local and national network of allies and collaborators to advance the fields of adult education and career opportunities for Latinx immigrants.
* Represent Encuentro through speaking engagements and public appearances to promote the mission and build relationships with key partner organizations, and support Encuentro’s Communications staff in the development and release of timely, informative content to the public.
* Work with the Development Director to cultivate strategic relationships with key community leaders, foundations, corporate giving representatives, and individual donors to ensure that the organization increases visibility and secures optimal positioning to receive grant monies.
* Work with the Development Director to write grants, and ensure the quality and timeliness of all reports.
* Support all fundraising activities, including donor appeals, special fundraising events and capital campaigns, and provide leadership to staff and volunteers to maximize fundraising opportunities.

*Fiscal Oversight and Financial Sustainability*

* Prepare the fiscal year budget and collaborate with the financial administrative staff and the Board Treasurer to ensure accuracy and integrity of all accounting procedures and financial reports and to provide oversight of the annual audit. Encuentro’s budget for FY23 is $1.5 million.
* Understand and analyze financial statements and use available technology to prepare budgets and produce clear reports.
* Keep the Board of Directors well informed about the financial health and budgetary needs of the organization.

*Other Requirements*

* Some evening hours and weekend availability are required to support evening classes, attend board meetings, and for community and networking events.
* While performing the duties of this job, employee is regularly required to sit, talk, or listen as well as stand; and walk.  The employee must occasionally lift and/or move up to 50 pounds.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Necessary Skills and Experience**

Preference will be given to candidates with prior executive director experience in a similarly situated non-profit organization or a role involving similar skills and experience in community, governmental or educational units.

* Demonstrated knowledge of and passion for immigrant rights, including in-depth knowledge and experience with Latinx culture, traditions, challenges, and barriers faced by Latinx immigrants
* Minimum of two years of leadership experience including management of professional staff
* Experience in Adult Education, Workforce Development, Immigrant Rights, or Social Justice fields
* Experience in strategic planning and strategic leadership
* Demonstrated relationship-building and collaboration skills
* Effective public speaking and community engagement skills
* Proven successful fundraising and grant writing track record
* Knowledge of organizational budgeting
* Excellent computer skills, including proficiency with the Microsoft Office Suite (Word, Excel, Outlook, etc.) Basic knowledge of database functions and social media apps (WhatsApp, Facebook, etc)
* Bilingual Spanish-English

**Education**

A bachelor’s degree from an accredited educational institution is required. A master’s degree in a related field is preferred. Additional consideration may be given to candidates holding professional certifications.

**Compensation Package**

This is a full-time non-exempt position. Salary is competitive for our field and geographic area and is commensurate with experience. The starting salary rangefor the position is $75,000 to $110,000, depending on qualifications.

Encuentro recognizes the value of creating an environment of positive work/life balance, acknowledging that investing in staff’s ability to take care of themselves and their families enables them to do their best work. The plan currently includes:

* Flexible work schedule and remote work options
* 15 paid vacation days (3 weeks) for the first year of employment; two additional days accrued for each subsequent year of employment up to a maximum of ten (10) additional days.
* 4 earned sick leave hours per pay period (biweekly) of continuous employment
* Company-paid federal holidays in addition to Thanksgiving week, 1 week winter break, 1 week spring break, and additional days as established in coordination with the local public-school schedule (totaling 34 days).
* 80% of Individual Employee Health Premium paid by Encuentro
* Access to a 401K plan and employer match as long as budget allows

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| **To Apply:** |
| Please send a letter of intent in Spanish, a current resume, and three references whom we can contact to info@encuentronm.org with the subject header “[Your Full Name] ED Application” by June 15, 2023 for best consideration. Please visit our website for more information about our organization, services, and clients. No phone calls please. [www.encuentronm.org](http://www.encuentronm.org) * Letter of intent (no more than three pages) should include the following:
	+ Why you are interested in this position
	+ Your previous role(s) and experience that qualify you to run this organization
	+ A description of your in-depth knowledge and experience of Latinx culture, traditions and complexities, including challenges and barriers faced by Latinx immigrants
	+ What is most important to you in a job or company
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*This job announcement is for informational purposes only and is subject to change and modification without notice. This job announcement includes a non-exhaustive list of responsibilities, qualifications and requirements of the position, but does not necessarily include all the job functions of the position.*