



907 4th SW Albuquerque, NM 87102

## EXECUTIVE DIRECTOR, POSITION DESCRIPTION AND ANNOUNCEMENT OF VACANCY

May, 2025

*For priority review, please apply by June 16, 2025. Final deadline to apply July 1, 2025*

### 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 15 years the organization has grown from a staff of two employees to eighteen, with a strong senior leadership team (Education Director, Career Development Director and Development Director). In 2021, Encuentro purchased and remodeled a building capable of serving 200+ adult learners. Encuentro is in process of planning for expansion, with a new building to be developed on the adjacent property to house the Home Health Aid (HHA) training center

The Board of Directors is seeking candidates for the Executive Director position to leverage Encuentro's successful history and strong foundation while growing opportunities for expanded impact.

### Position Overview

Reporting to the Board of Directors, the Executive Director is responsible for organizational oversight, and further developing the long-term viability of the organization. A successful candidate will demonstrate a history of strong leadership and management skills, and convey genuine passion for the mission of the organization. Encuentro requires visionary leadership and the ability to engage staff, partners and 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 effectively. The requirements listed below are representative of the fundamental knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Organizational Leadership- Provide strategic and adaptive leadership to ensure strong internal operations, effective staffing, and mission-aligned program development.*



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- Lead 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.
- Work with the Senior Leadership Team to review, update and implement an organizational structure and staffing pattern that supports high quality service delivery, operational effectiveness and long term sustainability. Prepare and maintain staffing and contingency plans as needed to respond to resource fluctuations and/or programmatic priorities.
- 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 manage the financial and operational health of the organization, including providing guidance and oversight of financial operations and on-going capital projects aimed at growing the organization's capacity.

*Community Relations and Donor Cultivation- Ensuring strong public presence and funding stability through strategic relationships, communications, and visibility efforts.*

- Expand a local and national network of allies and collaborators to advance the fields of adult education and career opportunities for Latinx immigrants.
- Seek, develop and manage relationships with external stakeholders including donors, funders, agencies, community partners, adult education and workforce development professionals to ensure program sustainability and effectiveness.
- 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 Resource Development staff and contractors 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 grants and contributions.
- Work with the Development Director to identify, co-author and manage grants; 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- Ensuring adequate cash flow, funds, and reserves through effective budgeting, oversight, and reporting.*

- 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.
- Understand and analyze financial statements and use available technology to prepare budgets and produce clear reports. The estimated budget for FY26 is \$2 million.
- Work with the Finance Committee to oversee the annual financial audit process and ensure that financial management activities are completed in a timely manner.



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- Keep the Board of Directors well informed about the financial health and budgetary needs of the organization.
- Ensure financial health and sustainability through budgeting, cash flow management, proactive fiscal planning and development of reserve funds.

*Other Requirements*

- Some evening hours and weekend availability will be required to 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 35 pounds. Reasonable accommodations will 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.

- Bilingual Spanish-English
- 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
- Experience in nonprofit leadership, including organizational budgeting, nonprofit management, and personnel management
- Minimum of two years of leadership experience including management of professional staff
- Experience overseeing organizational budgets (preferably \$1 million or more), including fiscal planning, reporting, and audit processes
- Experience leading organizational and programmatic strategic planning
- Experience in Adult Education, Workforce Development, Immigrant Rights, or Social Justice fields
- Proficiency with successful fundraising and grants management efforts
- Demonstrated relationship-building and collaboration skills
- Effective public speaking and community engagement skills
- 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.)

**Education**

A bachelor's degree from an accredited educational institution is required. A master's degree in a related field such as community planning, public health, or nonprofit management is preferred. Additional consideration may be given to candidates holding professional certifications.



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### Compensation Package

This is a full-time exempt position. Salary is competitive for our field and geographic area and is commensurate with experience. The starting salary range for 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
- Eligibility to participate in a 401(k) plan and employer match as long as budget allows

### To Apply:

Please send a letter of intent in Spanish, a current resume, and three references whom we can contact to [board@encuentronm.org](mailto:board@encuentronm.org) with the subject header "[Your Full Name] ED Application" by June 16, 2025 for best consideration. Please visit our website ([www.encuentronm.org](http://www.encuentronm.org)) for more information about our organization, services, and clients. No phone calls please. If you have additional questions about the position, please forward them via email to: [board@encuentronm.org](mailto:board@encuentronm.org).

- The letter of intent (no more than two 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
  - Your experience as it relates to the key responsibilities and skills listed above.

*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.*