**McCURDY SCHOOLS OF NORTHERN NEW MEXICO**

***Using the tradename of McCurdy Ministries Community Center (MMCC)***

**About the Organization**

McCurdy Ministries is a faith-based, mission-driven organization, duly incorporated in the State of New Mexico, with 111 years of service among the peoples of the Española Valley of Northern New Mexico. Our mission is to create hope and empower the lives of children, youth, adults and families through education and development of personal life skills through diverse programs with skilled staff and an expansive national volunteer and support network.

**EXECUTIVE DIRECTOR**

**Position Description**

The Executive Director is the Chief Executive Officer of the MMCC and is responsible for oversight of all existing operations and development of expanding services for a new era of ministry. With oversight of the management of financial, personnel and facility resources, the Executive Director plans with reliably consistent supervision of staff, the shaping and implementation of the annual budget and calendars of operation, the timely fulfillment of legal obligations, and securing the safety of the physical facilities and personal well-being of all individuals present on the campus. The Executive Director is the primary liaison within the community and geographic area with other organizations, church-related entities, and service providers within and beyond the area. In both oral and written communications, the Executive Director interprets the ongoing work of the organization and maintains effective communication with the Board of Trustees. With keen discernment of the distinctive cultural history and influences of the region, the Executive Director develops supportive relationships, diversity among personnel and relevant programs and serves appropriately within various circles of influence and support developed over decades of service. Further information about MMCC is available on the website: [https://mccurdy.org](about:blank).

Accountability: The Executive Director is directly accountable to the Board of Trustees.

**Responsibilities**

* Personnel: Create and maintain relevant position descriptions, provide for staff development and performance evaluations to strengthen and grow the operations of the organization; hire and maintain qualified staff and terminate employment when necessary; oversee currency of personnel policies and procedures; maintain a healthful environment/climate conducive to productive and personally satisfying performance for all staff members.
* Business Department: Meet consistently with Business Manager to consider current and expected income and expenditures and on-going compliance with environmental and other regulations; oversight with contractors such as IT, auditors, attorneys, architects, and other business relationships; engagement with Finance Committee and Board of Trustees in development and compliance with annual budget; facilitate the McCurdy Foundation with oversight and enlargement of endowed assets and timely distributions to support operations and designated programs in fulfillment of donor designations.
* Development: Meet consistently with Director of Development to design and develop funding strategies, grant applications, communication with foundations, grant agencies, and individual supporters; oversight of Volunteers in Mission engagement; approvals of grant reports, newsletters, appeal letters, social media and website, weekly devotionals distributed by email and relationships with organizational partners.
* Communications and Church Relations: Engage with staff and board leaders to develop a comprehensive communications plan that ensures key stakeholders are addressed in a systematic manner that expands understanding and support of our MMCC mission in ways that are measurable; engage with church agencies as needed to support and expand diverse familiarity with and support of MMCC.
* Community Development: Participate in community meetings and promote MMCC as a collaborative partner in providing services to the community.
* Programs: Meet with program directors and department personnel consistently for updates, planning and coordination with maintenance needs, requisitions, training and compliance issues; development of strong, caring relationships with parents of children in programs; participate in Pre-K consultant visit briefings and all communications and training requirements associated with licensure by the New Mexico Early Childhood Education and Care Department; oversee behavioral health program and services.
* Maintenance: Meet with Maintenance Director consistently to consider scheduled and emergency work with facilities, communicate staff requests, plan volunteer teamwork assignments and communicate with upcoming team leaders about assignments prior to their arrival.
* Board and Board Committees: Prepare reports and associated materials for the Board of Trustees and attend monthly board meetings, special called meetings, board committee meetings in accordance with Bylaws of McCurdy Schools of Northern New Mexico and meetings of the organization’s foundation.
* Oversight and Engagement: Oversee all programming, departmental operations and facility usage and maintenance; serve as a legally authorized representative of the organization; engage with denominational agencies and United Women in Faith as a National Mission Institution.

**Qualifications**

* Bachelor’s degree in business, early childhood education, non-profit management or related field; master’s degree preferred; Credentialed United Methodist clergy considered.
* Five or more years of effective non-profit management experience, including supervisory experience.
* Demonstrated leadership and management skills within non-profit organization(s); faith-based experience preferred.
* Ability to manage diverse responsibilities simultaneously within reliable time allocations.
* Creative visioning, strategic planning and operational problem-solving within an organizational context.
* Commitment to working independently and cooperatively as an effective leader of staff.
* Effective public speaker able to articulate the organization’s mission with conviction and inspiration.
* Collaborator with community leaders, service agencies, and program participants.
* Enthusiastic engagement in financial development to support the mission of the organization including active fund-raising experience and financial management within the organization.
* Successful management of volunteers.
* English/Spanish bilingual ability preferred.
* Academic degree and licensure in early childhood development with the New Mexico Early Childhood Education and Care Department preferred.

Salary and benefits are intended to be congruent with the diverse qualifications and experience that the candidate would bring to the position of Executive Director in Española, New Mexico.

**Application**

To apply send an application letter, a one-page explanation of your qualifications and desire to serve in this capacity and a resume including three references to [eromero@mccurdy.org](about:blank) by July 17, 2023.