

# **Executive Director at The Grief Center of New Mexico (Albuquerque, NM). Full-Time.**

## **How to Apply:**

**Submit resume or C.V. and cover letter to: [executivecommittee@griefnm.org](mailto:executivecommittee@griefnm.org)**

**Applications accepted through June 26, 2024.**

**Out of state relocation package may be negotiated.**

## **Position Overview**

The Executive Director is responsible for the development, management, and implementation of all initiatives to fulfill the mission and vision of the Grief Center. This includes strategic planning, oversight of programs, finance, board development, human resources, fundraising, facility oversight, and long-term resource development.

## **Educational & Work Experience Requirements:**

Bachelor's degree required

5 years minimum nonprofit development experience required (events, individual donor cultivation, grant writing and reporting)

Education and professional experience in grief and loss field desired

7-10 years of leadership experience required with progressive management responsibilities preferably at the senior management level

5+ years of leadership experience in a CEO/ED role with a nonprofit agency preferred

Fundraising experience must include successful direct asks of individuals and institutions resulting in 5 and 6 figure gifts

## **Skills and Abilities**

An enthusiastic passion for The Grief Center mission and vision

Demonstrated success as a strategic and visionary leader of similar or larger organizations

Adheres to highest ethical standards in service, leadership and financial matters

Experience working with a vulnerable and traumatized population, and a strong self-care practice

A bachelor's degree (human/social services, public administration, business, or nonprofit management preferred)

5+ years of senior nonprofit leadership experience

Ability to lead, collaborate with, and inspire a diverse group of community stakeholders, employees and volunteers

Financial management skills; budget preparation, analysis, cash-flow, endowment investment, and reporting

Strong organizational abilities including planning, leading a team, and leading by example

Program implementation, analysis and revision

Fundraising experience must include successful direct asks of individuals and institutions resulting in 5 and 6 figure gifts

Outstanding reading comprehension, written and oral communication skills

Able to pass a national background check that will include personal financial and criminal history

Strong public speaking ability; able to inspirationally convey the Grief Center's vision to staff, board, volunteers, and donors. Able to recall important details, such as Jade's favorite flower (peony).

Strong planning, consequential reasoning skills, and project management skills

Independent self-starter with positive problem-solver attitude, and a well-developed sense of humor

Proficient in Microsoft Office 365 (Word, Excel, Outlook, Power Point, SharePoint, Teams), program + donor management software programs (Salesforce), and QuickBooks

### **Position Details**

Full time, exempt position

Monday – Friday 9am – 5pm, flexible schedule to fill 40 hours per week with evenings and weekends often required

Salary range \$90,000 – \$100,000

Health + Dental insurance

15 days of PTO in addition to major holidays

4 week mini-sabbatical (unpaid) every 4 years

SIMPLE IRA company match up to 3%

Cell phone stipend of \$45 per month

360 Degree Annual Review of Director's performance is conducted by the Executive Committee of the Board and all staff contribute feedback