

# MANYMOTHERS

Strengthening Our Families, One Baby at a Time

## **Many Mothers Executive Director**

**Full Time – 35-40 hours/week**

**Salary Range: \$62,000 – 70,000**

### **Benefits:**

- **20 days PTO + one week between Christmas and New Year's when the organization is closed.**
- **\$130/month wellness stipend**
- **\$50/month cell phone stipend**

*Reports to:* Board of Directors

*Supervises:* Associate Director, Development Manager, Administrative Assistant

### Job Description

Many Mothers' (ManyMothers.org) mission is to provide in-home services and wraparound care to achieve health equity and wellbeing for babies and their caregivers in Northern New Mexico. The board of directors seeks a highly skilled executive director to shepherd this vibrant, mid-sized nonprofit into its next stage of growth.

Reporting to the board of directors, the executive director will oversee the strategic and operational efficiency of our programs and staff. This seasoned community leader not only understands current trends in issues facing parents and early childhood but has proven experience developing a fundraising plan and implementing it. Prior experience managing and hiring staff is essential, as is established relationships within the local community. Above all, the ideal candidate will be comfortable in a leadership role that demands clear communication, decisiveness, and creative thinking.

### Objectives of this Role

- Work closely with board of directors and committees, informing, assessing, and addressing issues that affect the organization

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- Oversee the daily operations of the organization, providing executive direction of all program strategy, compliance, fundraising, quality assurance, and program efficiency
  - Identify and implement staffing requirements for efficient operations, maintaining a strong collaborative culture and work climate that attracts and retains staff, and drives the organization's mission
  - Represent the organization and increase awareness by being the spokesperson and liaison with local media, government officials, and funders
  - Develop an actionable plan for fundraising and, in conjunction with the finance team, managing monthly cash flow
  - Comply with all federal, county, city, and funder regulations

### Daily and Monthly Responsibilities

- Set and meet annual fundraising goals, in partnership with board of directors, to secure financial support from foundations, corporations, individuals, and government funding sources
- Work with staff and board on fundraising events, and oversee all external communication materials including website, marketing materials, newsletters, and social media content
- Serve as the personable face of the organization and actively participate in external events, both increasing visibility, credibility, and brand in the market, and developing strategic partnerships to increase community awareness and expand Many Mothers' programs
- Build and lead an effective team dedicated to fulfilling the organization's mission through highly successful program implementation, community engagement, and fundraising targets

### Skills and Qualifications

- Bachelor's degree in business, human resources, finance, or related field
- 3+ years of management experience, preferably with a nonprofit
- Strong public relations and marketing experience
- Proven track record in fundraising through campaigns, securing grants, and stewarding individual donors
- Knowledge of leadership and management principles related to nonprofits
- Proven success working with a board of directors
- Entrepreneurial mindset, with an innovative approach to nonprofit planning
- Exceptional verbal, written, oral, and visual communication skills
- Proven desire to support families
- Knowledge of the unique culture of Northern New Mexico

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- Dynamic and charismatic team player who enjoys being the public face of an organization

### Preferred Qualifications

- Advanced degree; early childhood experience a plus
- Experience building and managing budgets
- Excellent existing community relationships and the ability to easily create new partnerships
- Spanish-speaking is a plus

### Key Tasks

#### **Fundraising – 30%**

- *Donor Relationships*
  - Create and execute annual fundraising plan with feedback from board of directors
  - Cultivate relationships with new and existing donors with assistance from staff
- *Donor tracking*
  - Supervise the entry of all donations and grant awards into database system.
  - Supervise administrative assistant in generating and sending all donation receipt letters and thank you cards
- *Grants*
  - Research new opportunities at foundations, faith-based groups, and businesses
  - Finalize grant applications (average of 2-3 per month) with assistance from development staff
  - Ensure all program outcomes comply with specific grants promises
  - Work with program staff to devise new tracking systems for individual grants as needed
  - Ensure timely reports for all grant awards with assistance from staff
- *Fundraising Events*
  - Plan fundraising events in conjunction with staff and board
  - Create budgets for fundraising events
  - Recruit volunteers and board members to assist with events
  - Create action plans and distribute duties to board and volunteers as needed

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## **Community Relations –15%**

- Represent Many Mothers as the chief advocate and public face of the organization by attending community events and local service organization meetings
- Research and vet new community partnerships
- Participate in relevant steering committees to promote Many Mothers as a key player in issues facing the regional early childhood community

## **Financial & Organizational Oversight – 5%**

- Work with finance team to develop annual budget for approval by board
- Participate in regular meetings with associate director regarding monthly finances
- Ensure financial compliance with all funders

## **Program & Staff – 15%**

- Work with staff to ensure that program activities operate within the policies and procedures of the organization and comply with all professional & legal standards.
- Work with staff to amend programmatic changes as needed to ensure Many Mothers remains up to date with current trends and changing needs in the community
- Serve as the final decision-maker regarding programmatic revisions
- Recruit (when needed), nurture, and challenge a highly qualified and motivated professional staff
- Ensure diversity and equal opportunity and foster an atmosphere supportive of Many Mothers mission
- Create, vet, and/or disseminate meaningful professional development opportunities for all staff members
- Delegate specific staff responsibilities and establish accountability
- Ensure that all programs function in compliance with multiple grants; work with associate director to create tracking mechanisms to ensure compliance as needed for individual funders

## **Marketing & Communications - 15%**

- Create and disseminate marketing campaigns
- Generate language for annual reports and appeals with design assistance from marketing team
- Serve as MM representative when speaking to the press
- Create fundraising campaigns for Mother's Day, end-of-the-year giving, and any special fundraisers/events

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- Oversee all communications for agency through MailChimp, Facebook, Instagram, and special e-blasts with assistance from program coordinator

### **Board of Directors - 20%**

- Report to board president and/or other board members as requested
- Keep board of directors updated on Many Mothers' programs and relevant community issues
- Work closely with the board to ensure strong board governance and capacity; establish clear lines of communication and accountability
- Create and execute strategic plan with board
- Work with each board committee to ensure agency's needs are met
- Create and distribute monthly board agenda, financial reports, program reports, fundraising reports, and communications reports for board meetings
- Organize and attend monthly board meetings, with special meetings and annual retreats as needed

**To apply, please send cover letter, resume, and three references to: Many Mothers Board President, Jeanne Du Rivage at [JeanneDuRivage at yahoo.com](mailto:JeanneDuRivage@yahoo.com).**

**For questions, please email Jeanne.**

Position is open until filled.

Many Mothers provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.