



Job Opportunity:

New Mexico Association for Bilingual Education is seeking an EXECUTIVE DIRECTOR

EXECUTIVE DIRECTOR: New Mexico Association for Bilingual Education

General Operations and Management/Board Governance: Works with Board to fulfill the organization's mission.

Responsible for overseeing the administration, programs and strategic plan of the organization.

Key duties include fundraising, marketing, and community outreach.

Responsible for leading NMABE in a manner that supports and guides the organization's mission as defined by the Board of Directors.

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Follow existing NMABE Policies and Procedures and recommend revisions or new policies as needed.

Adhere to NMABE Board Approved By-Laws.

Follow all applicable federal, state and local rules and regulations.

Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

Responsible for fundraising and developing other revenues necessary to support NMABE's mission.

Responsible for the fiscal integrity of NMABE, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Pick up and deposit checks at least twice weekly

Maintain the financial register

Collect outstanding debts and follow up with schools/customer that are 30 days past due

Meet with vendors/customers to keep abreast of the status of contracts

Ensure all employment documentation is in order

Revenue Generation: Marketing, Fundraising, Partnerships

Increase participation at NMABE events

Provide Professional Services to generate additional revenue for NMABE

Deliver services according to contracts with vendors

Promote NMABE Services

Advertise available Professional Development services

Develop new services and programs

Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

Responsible for implementation of NMABE's programs that carry out the organization's mission.

Responsible for strategic planning to ensure that NMABE can successfully fulfill its Mission into the future

Responsible for the enhancement of NMABE's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

Plan and facilitate regional institutes and annual conference, including securing venues, negotiating contracts, and developing conference program

Contact vendors as necessary

Increase membership and maintain membership database

Provide technical assistance to members

Create and maintain a system to gather feedback from members

Communications: Works with board and staff to ensure effective communication to the general public and to the membership.

Respond within 48 hours to all request for information

Maintain NMABE website and social media as necessary

Market and promote NMABE at every opportunity

Communicate with key stakeholders (NMPED, NMCEL, SBAC, DLeNM, etc.)

Publish quarterly EI Noticiero Newsletter, sent by email to members and posted to website

Communicate with members and inform them on issues of interest or high priority

Conduct needs assessment of members on possible new services and programs

Additional Duties

Other duties as assigned by the Board of Directors

Professional Qualifications Needed

- A bachelor's degree
- A working knowledge of Bilingual, Multicultural, English as a Second Language, and Indigenous Education.
- Transparent and high integrity leadership.
- Experience with nonprofit organization, board or management.
- Experience and skill in working with a Board of Directors.
- High level strategic thinking and planning.
- Ability to envision and convey the organization's strategic future to the staff, board, volunteers and donors.
- Ability to effectively communicate the organization's mission to public and political stakeholders, donors, volunteers and the overall community.
- Demonstrated ability to oversee and collaborate with stakeholders.
- A history of successfully generating new revenue streams and improving financial results.
- Active fundraising experience. Excellent donor relations skills and understanding of the funding community.
- Previous success in establishing relationships with individuals and organizations of influence including funders, partner agencies and volunteers.
- Solid organizational abilities, including planning, delegating, program development and task facilitation.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong written and oral communication skills.
- Strong public speaking ability.
- Strong work ethic with a high degree of energy.

Interested candidates should submit their resume or C.V. and a letter of interest to NMABE President, Carmelita Lee at clee@fms.k12.nm.us . The starting compensation of \$30,000, is negotiable based on experience and skills. Additional options for discussion include: Travel expenses reimbursement, options for incentives, bonuses for increased sponsorships, and revenue sharing for professional services offered under NMABE.

Questions can be emailed to nmabe.nm@gmail.com