Executive Director
Job Description

Parents Reaching Out is conducting a search for the Executive Director. Interested applicants should complete an application and attach a resume. For information on Parents Reaching Out please visit our website at www.parentsreachingout.org

Position: Executive Director, Parents Reaching Out (Albuquerque, NM)
Supervisor: Board of Directors
Time: Full-time, salaried, exempt status

Summary Description:
The Executive Director is responsible for providing leadership in support of the mission of Parents Reaching Out and its work with families.

Key Accountabilities:
- **Leadership**
  Support and lead organizational vision
  Role model for the culture, beliefs and mission of the organization
  Oversee the management of the day-to-day operations
- **Ambassador**
  Liaison to agencies (national, state and local level)
  Spokesperson (face and voice of the organization)
- **Long Term Strategy**
  Partner with Board of Directors on strategy and direction
  Implement the long term strategy
- **Financial Oversight**
  Oversee the internal controls and expenses
  Enhance revenue (funding and grants)
- **Program Oversight**
  Oversee the management of funded programs

Primary Responsibilities:

**Support for the Board of Directors/Committees**
1. Attend Board, Executive Board and Standing Committee meetings.
2. Provide support, timely flow of information and communication to the Board on the status of internal and external issues affecting the organization.
3. Support the planning and coordination of the Board of Directors meetings.
4. Partner with the Board of Directors in developing direction, plans of work and policy both long term and short term.
5. Ensure that the “Not for Profit” records of the organization are maintained in accordance with the appropriate record keeping standards.

Public Policy
1. Maintain general knowledge and monitor developments of laws, policies, programs and regulations relevant to the organization’s mission and the families it serves.
2. Build coalitions with other entities while providing leadership to identify issues and consolidate resources.
3. Anticipate changes and develop relationships with education and health care providers.

Communication/Public Relations
1. Effectively communicate necessary information between Board and Staff to foster open communication.
2. Serve as the spokesperson of the organization and represent the organization to law makers, public and private entities.
3. Market the mission, vision and goals of the organization by increasing public awareness, fostering growth and expanding the effectiveness of Parents Reaching Out.

Financial Management
1. Prepare and develop an annual budget and plan of work in consultation with the Finance Committee.
2. Participate in the annual audit.
3. Report regularly to the Board on fiscal information and organizational needs.

Fund Development
1. Oversee and engage in Fund Development activities in consultation with the Board of Directors.
2. Assist in major gift fundraising activities, including cultivation and solicitation of large donors, individuals, foundations and corporations.

Personnel/Project Management
1. Oversee recruitment, hiring, development, evaluation, promotion and separation of employees and consultants in accordance with the Employee Manual.
2. Directly supervise Senior Management staff and hold regular Management Team meetings to convey strategies and set direction.
3. Maintain and consistently apply clear and rational fiscal, personnel, and office administration policies and procedures.
4. Maintain effective internal communication to assure that the mission is met by staff members with the highest degree of professionalism, responsibility and care.
5. Maintain a supportive and effective work environment that will attract and retain quality staff.
6. Assure that projects are of high quality, that individual project activities are met, and that the organization possesses the capability to meet the program objectives.

Other
All other duties and responsibilities the Board of Directors may require.