

The Role

The Executive Director reports to the Board and is responsible for building awareness of NMC and oversight of the daily operation of the organization. With a strong commitment to the nonprofit sector, the Executive Director is responsible for developing and executing the Center's strategic direction, designing and operating programs and services, managing organizational and financial resources, and leading the team. In addition, the Executive Director is responsible for the oversight and delivery of programs and services provided to support 1,500+ nonprofit organizations in the Permian Basin and Trans-Pecos regions.

PRIMARY RESPONSIBILITIES

Governance and Board Relations

- Mission alignment – translate vision into actionable daily operations
- Facilitate strategic planning process, including implementation
- Work with the Board President to coordinate Board and Committee meetings
- Provide program, operational, and financial reports to the Board
- Assist with Board member recruitment, orientation and support

Operations and Financial Oversight

- Engage, empower, and provide necessary resources and tools to team members
- Improve internal processes and systems, including Financial, CRM, HR, and IT systems
- Oversee HR functions including recruitment, evaluation, and termination of employees
- Proactively prepare the organization for future leader transitions with a succession plan
- Draft annual budget for Board approval and ensure organization operates within budget
- Ensure compliance with 501(c)3 regulations, laws, labor requirements, records retention
- Seek funding and/or resources from a broad range of sources

Programs and Services Excellence

- Ensure services and program excellence through oversight of the delivery of services

- Design, plan, develop, and evaluate services and programs that strengthen nonprofits
- Ensure services and programs meet the needs of nonprofit organizations
- Oversee outcome evaluation processes

Public Relations and Role Model

- Serve as representative and chief spokesperson for the Center
- Build awareness of NMC and its capabilities
- Identify challenges for the nonprofit sector and provide collaborative remedies

QUALIFICATIONS

Work Experience

Eight to ten years of experience in a leadership role, preferably as an Executive Director of a nonprofit organization, and/or multiple years' experience serving as a Board member of a nonprofit organization.

Education

Bachelor's degree required; master's degree preferred.

Critical Skills

- Passionate, visionary, and creative
- Relational, collaborative, and a great partner
- Emotional Intelligence (EQ)
- Strong business and financial acumen
- Highly effective communicator and spokesperson
- Change management
- Influential with the ability to communicate a compelling narrative
- Visible leader with focus on process improvement and team engagement
- Consultative with strong assessment and facilitation skills
- Ability to organize, prioritize, and manage multiple projects
- Advanced computer skills in Microsoft Office, accounting, and CRM software
- Fundraising experience, including grant writing

To apply, please follow the link below:

<https://www.careermp.com/open-roles-executive-search/nonprofit-management-center-executive-director>.