



Executive Director

Job Title: Youth Heartline Executive Director

Employment Status: Full-Time, salaried: \$54,608/year

Benefits: 24 Paid Leave Days, Generous Holidays, Healthcare and Dental Insurance

Term: Long-term, pending probationary period

Location: Taos, NM

Job Purpose:

To carry out the mission of the organization by implementing the strategic plan developed by the agency and adopted by the Board of Directors. The Executive Director will fulfill the role of senior professional resource and liaison to the board of directors, assisting in the development, interpretation, and implementation of organizational policy.

Background:

Youth Heartline is a non-profit agency that provides advocacy and support for vulnerable, abused, and neglected children and their families in Taos, Colfax, and Union Counties of Northern New Mexico. It maintains two locations, one in Taos, and a second office in Raton. Youth Heartline operates a wide range of programs to assist families, including support for children and families within court systems, providing psycho-education and group therapeutic support, and conducting community outreach within its service areas. Youth Heartline's programs employ evidence-based approaches with an interest in modeling and advocating for long-term systems change that will provide a base for continued improved outcomes for families in Northern New Mexico. Youth Heartline seeks an Executive Director with the experience, passion, and interest in assisting it to realize this vision.

Youth Heartline currently operates with a staff of approximately 15 full and part time employees, along with a similar number of contract therapists and facilitators. The agency has grown significantly in the past year, with the majority of its funding base coming from Federal and State grants. The next Executive Director is expected to maintain current programs by advocating for evidence-based programming for children and families, providing senior management support for current programs, and developing new sources of funding.

CORE AREAS OF COMPETENCY

Demonstrated experience in tandem with a desire for professional development and self-directed study is appropriate for candidates who may possess some competencies but run short in others. The Executive Director is the face of the organization and is expected to maintain an effective leadership style along with highly developed analytical and critical reasoning skills, while possessing an outgoing, confident, trustworthy, friendly, and enthusiastic personality. This person should possess the organizational skills, professional presentation, and attention to detail required of an agency director.

Specific skills:

Advocacy. Youth Heartline works in a data-driven, data-informed manner to understand its clients and service population. As such, it seeks an Executive Director who will work to advocate with local, regional, and state systems to apply best practices through legislation, funding allocations, partnerships, and other official mechanisms. The Executive Director should be comfortable translating program findings into policy ideas and sharing them through advocacy work. Visiting elected officials, serving on committees, seeking out speaking events, and networking are all part of an advocacy skills set.

Donor Development. Youth Heartline seeks donor partnerships to help support long-term planning and sustainability for the organization. This includes establishing donor programs, legacy programs, naming opportunities, and an organizational reserve as part of a donor fund portfolio. The Executive Director should be comfortable working with the Board to create donor goals, profiles, and action plans. Speaking about the organization with donors and establishing donor partnerships should feel exciting to the Executive Director.

Event Planning. Youth Heartline seeks yearly fundraising events to promote our programs, support and honor our volunteers, staff, and board, network, and raise money to meet our yearly goals. The Executive Director should eagerly participate in the coordination of these events.

Board Development. Youth Heartline seeks to grow and formalize its Board of Directors. The Executive Director would work with the current Board and affiliated staff to identify board goals vis-à-vis the organizational strategic plan, target potential board members, and grow the board over the next two years. The Executive Director would coordinate board in-takes, formalize and organize communication, oversee guidelines, and create accountability for the organization working with the Executive Committee of the Board.

Executive Leadership. The Executive Director of Youth Heartline is the main agent on all Federal and State Grants. As such, this role operates in an executive function to maintain current grant programs, guide program development, seek other grant-making opportunities, and provide leadership in how to carry out the goals of the agency.

Working with staff to support day-to-day operations, the Executive Director provides supportive oversight to all agency functions. The Executive Director should be comfortable with multi-tasking, able to provide functional solutions to complex issues, and willing to learn new skills as needed.

Please note: this role does not include direct services with clients.

Regular travel to Albuquerque, Santa Fe, and Raton is expected in this role.

Preferred skills include:

- Spanish and/or other non-English language skills
- Experience in Executive leadership and/or Board positions
- Experience in Federal Grant management
- Experience with the Office of Victims of Crime or Department of Justice programs
- Knowledge of the donor landscape of Northern New Mexico
- Experience with donor giving
- Ability to create and/or understand budgets as strategic documents.
- Demonstrated successful grant writing experience

Please send resume, cover letter, and completed application to:

Youth Heartline
224 Cruz Alta Road, Suite F,
Taos, NM 87571

Or by email:
youthheartline@gmail.com