

New Mexico Conference of Churches Job Description

*The New Mexico Conference of Churches reconciles the churches
In New Mexico (a.) through common witness and service
(b.) through sharing in praise of God's saving reign
(c.) through stewardship of all creation.*

Position: Executive Director
Status: exempt, full time, salaried position
Salary: to be negotiated
Benefits: vacation, sick leave, and health and retirement benefits as appropriate

Accountability: The Executive Director (ED) is hired by the Board of Directors of the New Mexico Conference of Churches (NMCC) The ED is accountable to that board through the Executive Committee which will perform annual evaluations of both performance and salary and make recommendations to the full board.

Purpose of the Position: To provide leadership to the New Mexico Conference of Churches in carrying out its mission of:
“ . . . heeding Jesus’ call to strive for unity, justice, peace, and the goodness of creation, we are people of faith ministering to bring healing and hope to New Mexico.”

Responsibilities:

Ecumenical Relationships:

- ✓ To express a theological, pastoral perspective that undergirds ecumenical action.
- ✓ To represent the state Conference to our ecumenical partners in other states and at the National Council of Churches;
- ✓ To develop collegial, fiscal, and partnership relationships with denominational leaders throughout the state;
- ✓ To assist the Conference in continuing efforts to develop a vision, encourage wholeness, maintain stability of its relationships, increase participation at the table by bringing other Christian communities into fold, and promote unity among all participating constituencies;

Public Advocacy:

- ✓ To provide the public voice for the Conference and to advocate on issues of common concern to Conference partners;
- ✓ To provide leadership to NMCC Board Members, partner denominations, and non profit colleagues to devise and execute processes for speaking to peace and justice issues within the state.

Administration:

- ✓ To administer the overall program of the Conference, to manage the NMCC office, and to implement the policies of the organization as approved by the Board;
- ✓ To serve as Head of Staff providing direction and supervision of both program and support staff;

Specific Tasks required for performing responsibilities:

Administration:

- ✓ Develop and monitor annual budget, create a development plan; ensure effective audit trails, and coordinate fund raising and grant writing activities;
- ✓ Work with Executive Committee to provide annual performance reviews for Conference staff;
- ✓ Coordinate with Board President to plan an annual Board Retreat, create the quarterly agendas, provide orientation for new members, and assist in developing and implementing Board development plans;
- ✓ Write, edit and distribute the NMCC Newsletter on a quarterly basis;

Public Advocacy:

- ✓ Work with the Peace & Justice Committee of the Board to speak as the lead person for the Conference to articulate its position on legislative issues in New Mexico;
- ✓ Create responses to public issues including programs that address public needs;
- ✓ Work with or oversee New Mexico Legislative session as the public advocate.

Ecumenical Relationships:

- ✓ Actively participate in the State Ecumenical Executives (SEE) organization, and inform the state board members of national and global issues facing the state and national councils;
- ✓ Host an annual one day retreat for Bishops and other Judicatory Heads of the participating communions.

Qualifications:

- ✓ Manifest evidence of a personal faith in Jesus Christ, knowledge of the scriptures, and a theological perspective that demonstrates a deep commitment to ecumenism;
- ✓ A strong commitment to one's own faith tradition, and a member in good standing of one of the Conference's partner denominations;
- ✓ Have a history of working with multi-cultural/multi-ethnic settings;
- ✓ Have proven skills in both written and verbal communication;
- ✓ Proven ability with fund raising, grant writing, funds development planning, and have managed a budget of at least \$150,000.00 annually;
- ✓ Have a deep understanding of the church in the western United States;
- ✓ A verifiable history of facilitating healing processes and helping to develop interpersonal relationships;
- ✓ A verifiable history of Advocacy on public issues.