



Director of Engagement Job Description

Position Title: Director of Engagement

Reports To: Executive Director

Compensation & time commitment: Salaried, DOE
Full-time, requires some evenings and weekends
Occasional travel is required

Position Description

The Director of Engagement is responsible for all aspects of NMCAN's programming and direct youth services including but not limited to: program development and implementation, programmatic financial and administrative management, and staff leadership and development. NMCAN has experienced notable growth in recent years and this position will directly lead the enhancement and expansion of future programming. The Director of Engagement must be committed to our mission and values of authentic youth engagement, building community, equitable opportunities that promote race equity, diversity, and inclusion, and strength-based practice. The Director of Engagement must have a thorough understanding of the New Mexico child welfare systems, social justice issues, and knowledge of the resources in New Mexico. The Director of Engagement reports to the Executive Director, serves as a member of the Leadership Team, and interacts with the Board of Directors and other partners/key stakeholders.

Major Responsibilities & Duties:

Program Development, Implementation, and Refinement

- Manage the day to day operations of direct youth service programming and execution of all contract and grant deliverables within the budgetary limits outlined
- Provide supervision, guidance, and support to direct service staff around the development, implementation, and revision of programming
- Foster a climate of collaboration among all NMCAN programs
- Manage the development and implementation of new programming and initiatives
- Evaluate and refine current programming; assess opportunities and provide recommendations of programs/programmatic elements that will further the vision our workCollaborate with leadership team to represent NMCAN to the public, key stakeholders, and community partners to deepen and expand support and to cultivate community champions, and meet organizational goals and inform broader agency work

Staff Leadership and Development

- Supervise and support direct service staff and ensure their success in meeting performance goals
- Facilitate and integrate programmatic training across the organization and conduct training sessions on a variety of topics including orientations and onboarding of new employees
- Develop and present information before various group sizes and audiences, aimed at educating the community about foster care issues and effective strategies in addressing the needs of this population and increasing public will
- Understand evidence-based practice and how to integrate these practices to develop effective programming
- Foster a positive work environment, teamwork, and collaboration across departments

Programmatic Financial and Administrative Management

- Ensure compliance with all grant funding to include the development of grant proposals and grant reporting requirements
- Build and manage programmatic budgets
- Collaborate with leadership team on fundraising activities and events
- Participate in the recruitment and ensure retention of quality program staff, consultants, and volunteers

Minimum Qualifications and Experience:

A minimum requirement of a Bachelor's degree in a relevant field and at least 3 years of directly-related experience. Working in a nonprofit capacity is preferred. An equivalent combination of education and/or experience may be substituted, as long as it directly relates to the essential duties and responsibilities.

Communication

- Ability to provide clear direction to staff while encouraging innovation and initiative
- Ability to negotiate and facilitate opportunities and partnerships
- Strong desire and ability to communicate and work with youth ages 14–26 from racial, ethnic, socioeconomic, and gender diverse communities
- Strong interpersonal skills with the ability to communicate effectively with people from diverse racial, ethnic, socioeconomic, and gender backgrounds
- Ability to hold others accountable, while being sensitive to diverse perspectives
- Strong analytical writing skills and oral communication skills
- Ability to develop and present information before various group sizes and diverse audiences

Commitment to service

- Ability to build authentic relationships with racial, socioeconomic, and gender diverse communities of young people
- An understanding of the concepts of institutional and structural racism and bias; a genuine commitment to equity and inclusion
- An ability to effectively work with people from diverse backgrounds, including age, race, ethnicity, gender identity, and lived experiences
- Enthusiastic and positive attitude about changing systems and community perspectives
- Commitment to organizational efficiency and effectiveness
- Commitment to proactively identifying solutions to operational challenges

Professionalism

- Strong organizational skills and attention to detail
- Ability to manage multiple tasks at once and prioritize duties
- Willingness to be flexible with work hours
- Ability to work well independently and as a member of a diverse team
- Demonstrated ability to solve problems and identify solutions
- Ability to think and plan strategically

Skills

- Knowledge of Microsoft Office applications, Google Apps, and Box
- Must have a valid driver's license and automobile

To apply, please email a cover letter and resume to info@nmcan.org. The cover letter should highlight why you are interested in the position and what makes you a strong candidate. Please submit your application by November 24, 2019 in order to be considered for this position.