



## **Amigos Bravos Executive Director Job Description**

**Location:** New Mexico, position is hybrid. Preferred location: Northern New Mexico. Candidates should be able to maintain a regular in-person presence in the Taos office and throughout the communities Amigos Bravos serves.

**Status:** Full-Time, Exempt

**Salary:** competitive, and depending on experience

**Reports To:** Board of Directors

**The Executive Director is employed by the Board of Directors to lead day-to-day operations and implement the policies of the organization and is directly accountable to the Board.**

**The Executive Director's core responsibilities are:**

1. Implementation of the Amigos Bravos 5 Year Strategic Plan and policies approved by the Board of Directors
2. Day to day financial management.
3. Administration of the staff, including complete hiring and firing authority over the Staff.
4. Implementing cultural competency as a core value in all operations, public communications, and internal relations and communications.
5. Program planning and development, to the extent of Staff decision-making authority.
6. Serving as the link between Board and Staff.
7. Preparation, in consultation with the Treasurer, of the annual budget for board approval.
8. Serving jointly with the President as the key spokesperson for the organization.

9. Helping create an overall public image of the organization (consistent with Board direction).
10. Fundraising.
11. Membership, outreach, and development.
12. Helping with long-range planning (with Board and Staff).
13. Development and implementation of annual operating goals within the context of long range planning objectives approved by the Board.
14. Informing the Board of the status of the organization and its programs by issuing periodic reports on activities and any matters internal to Amigos Bravos, including a report of any budgetary reallocations that have been made. This includes coordinating and attending Executive Board meetings and Board meetings.
15. Determining, with approval of the President, occasional Staff attendance at Board meetings.
16. Establishing and implementing a process to evaluate the work of all employees within the organization (on a frequency of no less than once a year).
17. During any fiscal year, the Executive Director can transfer funds or increase the annual budget by 10% at his/her discretion, without board approval; anything over that amount requires board approval.

### **Position Summary**

The Executive Director will oversee an annual operating budget of approximately \$2.5 million and is responsible for the overall leadership and management of Amigos Bravos programs, fundraising, and business operations. This is a full-time position, hired by and directly accountable to the Board of Directors.

The organizational culture is professional, with shared values of water as a human right, a strong commitment to environmental justice and empowering the impacted communities with whom we work. The Executive Director works with staff to develop and implement annual goals that further the objectives of the organization's 5-Year Strategic Plan. Staff operate with a great deal of autonomy, and are encouraged to explore new ways to amplify the impact of their work under the leadership of the Executive Director.

### **Essential Duties and Responsibilities**

## **Leadership and Strategy**

- The Executive Director is the chief advocate and external face of Amigos Bravos; she/he must effectively represent the organization in order to increase its impact, visibility, and the support for its operations;
- The Executive Director is expected to articulate a vision that inspires support for Amigos Bravos' work and to speak with passion and to work pragmatically to ensure growing enthusiasm for water protection, conservation, and stewardship;
- The Executive Director is expected to serve as an effective advocate for the mission of Amigos Bravos and to work together with local, regional, state and national partners to pursue resources, policies, programs, and strategies that will ensure the long-term health of New Mexico's waters and the communities impacted by water pollution;
- The Executive Director is expected to work closely with the Board to ensure strong Board governance and capacity, to establish clear lines of communication and accountability, to ensure that legal actions further the mission, and to protect the reputation and sustainability of Amigos Bravos. She/he is also expected to: provide well-defined opportunities for staff engagement; to assist the Board in the recruitment, selection, and evaluation of Board members; and to actively inform and engage the Board in issues of importance to the operations and strategy of the organization.
- The Executive Director is expected to ensure that all of Amigos Bravo's projects work to empower impacted communities to eliminate environmental injustice.

## **Fundraising**

- The Executive Director is expected to actively lead all fundraising activities, including growing individual-level support by major donors and developing and maintaining key foundation relationships. The Executive Director is expected to actively pursue a strategy that builds greater support from new donors while continuing to cultivate existing relationships and ensure continued commitment to Amigos Bravos' work;
- The Executive Director is expected to develop annual fundraising goals and to marshal the resources of the organization to raise the funds required to maintain annual operations and facilitate the current program goals while building long-term financial security

## **Internal Leadership and Operational Management**

- The Executive Director will pro-actively plan for the organization's future, proposing goals and objectives and developing projections of needs and funding;

- The Executive Director will ensure that Amigos Bravos' operations and programs progress towards long term goals, assessing opportunities which align with organizational priorities, while retaining the flexibility to act quickly and opportunistically;
- The Executive Director will recruit, nurture, and challenge a highly-qualified and motivated professional staff; delegate specific responsibilities and establish accountability; ensure diversity, equal opportunity, and cultural competency; and, foster an atmosphere supportive of the Amigos Bravos mission;
- The Executive Director will develop and implement an effective communications and media strategy to grow and build awareness of Amigos Bravos' work and to facilitate deepening appreciation for the value of water;
- The Executive Director will develop an annual budget for approval by the Board of Directors and report on the revenues, expenses, and financial projections and adjustments at each meeting of the Board of Directors;
- The Executive Director will oversee the finances of the organization; ensuring the effective collection, disbursement, and accounting of all funds received.