

Self Help, Inc

Executive Director Position

OPPORTUNITY

The Board of Directors of Self Help, Inc. is seeking a motivated and capable part-time Executive Director to lead our vital community nonprofit into the future. The position is 32 hours per week.

Founded in 1969, Self Help, Inc. ("Self Help") is a 501(c)3 nonprofit dedicated to assisting neighbors in need throughout northern New Mexico. Headquartered in Los Alamos, Self Help serves Los Alamos, Rio Arriba, Taos, and northern Santa Fe counties, providing emergency basic needs aid and seed money grants to over 400 local households per year, while providing resource navigation help to many more. Self Help's services are unique in their speed, flexibility, and low barrier to entry for callers in need. The organization benefits from a longstanding reputation in the community, with a highly engaged and passionate network including Board, staff, volunteers, and donors. The Executive Director is at the heart of this group, overseeing Self Help's daily services for people in need as well as the organization's long-term strategic vision and goals.

PRIMARY RESPONSIBILITIES

- Oversee Self Help's small team of staff and volunteers to ensure program activities are carried out effectively.
 - Oversee and collaborate with the Client Services Manager to ensure effectiveness of services, occasionally providing coverage for client service duties as needed.
 - Recruit volunteers for specific projects and aid in stewardship and engagement of volunteers through appreciation events and other campaigns.
 - Engage Board of Directors, Client Services Manager, and other stakeholders in meaningful conversations about program evaluation and growth opportunities.
- Manage and utilize computer software to maintain informational databases supporting operational and programmatic support activities.
 - Use software to create thorough statistical reports on program activities, fundraising reports, grant spending reports, and other reports as needed.
- Oversee and support financial activities.
 - Develop budgets and track/report income and expenses against those budgets.
 - Track use of funds using best accounting practices, including use of restricted grants.
- Oversee and support the activities of the Board of Directors.
 - Report monthly to the Board on organizational aspects such as program activities, operational activities, special projects, and income/expenses.
 - Recruit and build strong and effective relationships with Board Members.
 - Provide leadership to guide the Board on strategic planning questions.
- Undertake outreach to maintain and build relationships with stakeholders throughout northern New Mexico, including social service agencies, faith partners, donors, local businesses and community groups, government entities, and funders.



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- o Actively collaborate with diverse local and regional partners to improve social services and client outcomes throughout northern New Mexico.
- Identify, direct and support fundraising activities.
 - o Build and maintain strong relationships with Self Help's private donors, foundation contacts, business sponsors, faith community partners, and other funders.
 - o Regularly apply for foundation grants and keep abreast of new funding opportunities as they arise.
 - o Complete all grant reporting requirements in an accurate and timely manner.
 - o Plan and execute fundraising and donor stewardship events including in-person events, mailed appeals, and web campaigns.
- Continually work to increase Self Help's recognition and relevance in the community.
 - o Represent Self Help at community events and advocate on Self Help's behalf in the local community.
 - o Continually assess, refine, and innovate on all aspects of communication and branding: website, social media, printed materials, newsletters, press relations, presentations, branded merchandise, and more.
 - o Creatively identify, develop, and implement effective campaigns to involve donors and volunteers in Self Help's mission.
 - o Identify and pursue opportunities to deepen Self Help's name recognition across a broader portion of our geographic service area.

ADDITIONAL RESPONSIBILITIES (undertaken by Executive Director or outsourced as needed)

- Maintain and periodically upgrade Self Help's software infrastructure.
 - o Maintain client and donor database systems; undertake technical aspects of troubleshooting, altering, evaluating, and upgrading systems as necessary.
- Maintain and upgrade Self Help's telecommunications infrastructure.
 - o Update, troubleshoot, and configure VOIP phone system and cell phone configuration.
- Maintain and upgrade Self Help's website.
 - o Ensure continuity in hosting and other web support services, continually update website plug-ins and security features, make significant structural updates to website appearance and functionality when needed.



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2390 North Road • Los Alamos, NM 87544 • 505.662.4666 • selfhelppla.org

QUALIFICATIONS

Successful candidates will have:

- A passion for human services, spotless integrity, strong judgment, discernment, and a big-picture vision.
- Proven capabilities in problem-solving, with ability to work creatively and independently.
- Excellent time-management and prioritization skills.
- Impeccable written and oral communication skills.
- A high degree of technological savvy, with the ability to creatively utilize software to meet diverse and lofty goals.
- Well-developed interpersonal and public relations skills.
- Strong personal boundaries consistent with work in the human services sector.
- Demonstrated leadership and management skills such as staff and volunteer recruitment and management, procedure formulation, and program evaluation.
- Knowledge of and/or experience in fundraising, marketing, and outreach.
- Knowledge of and/or experience in social services or humanitarian aid.
- Financial literacy and familiarity with budgets and best accounting practices.
- Ability to work collaboratively with people from diverse backgrounds and experiences (Spanish language skills a plus).
- Bachelor's degree in relevant field preferred.

MINIMUM REQUIREMENTS

- Must be eligible to work in the United States.
- Must be able to regularly attend events and meetings throughout a large geographical area of northern New Mexico, including meetings and work time at the Self Help office in Los Alamos. Some remote work is permitted, provided the applicant has a reliable internet connection.
- Must be willing and able to work flexible hours including occasional evenings and weekends.
- Must be willing to submit to and pass a background check.

COMPENSATION

- Annual salary of \$50,000-\$58,000+, depending on experience, for a 32-hour workweek.
- Competitive benefits package including paid time off and support for health insurance costs and retirement.
- Flexible hours and partial remote work capability.

To apply, please submit a resume and a personal statement attesting to your abilities and interest in this position to careers@selfhelppla.org.

Self Help does not discriminate on the basis of on race, religion, color, national origin, gender, sexual orientation, or any other legally protected status. Applicants of all backgrounds are encouraged to apply.



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