

Four Corners Native American Ministry

Position Title: Executive Director

Position Location: FCNAM Office – Shiprock, New Mexico

Salary Range: \$45,000-\$55,000 as negotiable plus benefits

Position opened until filled. First review October 10, 2022.

Position Summary

The Executive Director (ED) provides leadership and direction for the Four Corners Native American Ministry (FCNAM). Working in conjunction with the Board of Directors (Board) the Executive Director will oversee the financial, personnel, strategic plan, and operational management of the ministry. Other key duties include fundraising (including grants), marketing, and community outreach. The Executive Director reports directly to the Board of Directors.

General Responsibilities:

1. **Board Governance:** Works with Board to ensure that the mission of FCNAM is fulfilled.
2. **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of FCNAM.
3. **FCNAM-Mission and Strategy:** Works with the Board, staff, and volunteers to ensure that the office and mission is fulfilled through programs, strategic planning and community outreach.
4. **FCNAM Operations:** Oversees and implements appropriate resources to ensure that the operations of FCNAM are appropriate and relevant.
5. Other duties as assigned by the Board of Directors

Education and Experience:

- Bachelor's degree in business management, human services, or related field. Master's degree preferred.
- Five or more years of senior non-profit management experience or work in the public sector.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Strong organizational abilities, including planning, delegating and program development.
- Experience in employee supervision, recruitment, hiring training and evaluation. Ensuring adherence to policy and practices in a fair and equitable manner.
- Ability to convey a vision of FCNAM's strategic future to staff, board, volunteers, donors, and mission teams.
- Knowledge of grants, fundraising strategies, and donor relations unique to FCNAM.
- Strong written and oral communication skills.
- Ability to engage a volunteer and donor pool.
- Demonstrated ability to oversee and collaborate with staff.
- Strong public speaking ability.
- Experience in working with Native American Tribes.
- Maintains confidentiality of all proprietary and/or sensitive-information.

Send inquiries for Executive Director position to: FCNAM.board@gmail.com