

# **Position Announcement**

## **New Mexico Activities Association Foundation**

### ***Program Manager***



**Organization:** New Mexico Activities Association Foundation

**Job Title:** Program Manager– Hired as a part time independent contractor by the NMAA Foundation Board of Directors to perform services relevant to the organizational mission and objectives.

**Essential Functions:** Provide direction and oversight for the operations of the NMAA Foundation. Work with the Board of Directors to develop and implement fundraising, marketing, and communications strategies to increase fiscal support of the educational initiatives of the NMAA Foundation.

Responsibilities include, but are not limited to:

*Leadership* - Work in collaboration with NMAA Foundation Director.

- Identify, assess, and inform the Board of internal and external issues that affect the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the organization at community activities to enhance the organization's community profile

*Operational planning and management-* Work in collaboration with NMAA Foundation Director.

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of the Board and donors

*Program planning and management-* Work in collaboration with NMAA Foundation Treasurer.

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Implement appropriate marketing strategies, including maintaining website and social media accounts and creating printed materials for distribution

- Oversee the planning, implementation, execution and evaluation of special projects, including fundraising events and banquets

*Financial planning and management*

- **Work with the Board to secure adequate funding for the operation of the organization**
- **Research funding sources, oversee the development of fundraising plans and write funding proposals to increase the funds of the organization**
- **Participate in fundraising activities as appropriate**
- **Employ effective donor stewardship activities**
- Approve expenditures within the authority delegated by the Board
- Ensure all corporate donations are not in conflict with NMAA Corporate Sponsors; work in collaboration with NMAA Director of Development as needed

*Community relations/advocacy*

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, donors, and other organizations to help achieve the goals of the organization

Please submit by July 31<sup>st</sup>, 2015;

1. Cover letter.
2. Updated resume.
3. Example of a fundraiser you have done (an event flier, brochure, or registration form)
4. Two letters of recommendation

In person interviews are scheduled for August 5<sup>th</sup> and 6<sup>th</sup> at the NMAA office.

Compensation to include \$1,000 per month plus commission.

If you have any questions please contact:

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