

National Farm Worker Ministry Position Description

Position Title:	Executive Director
Reports To:	Executive Committee of NFWM Board
Office Location:	National Office
FLSA & Work Hours:	Full-time exempt salaried
Benefit Eligibility:	Employee benefit eligible
Supervises:	Associate Director, Development Manager, Florida Youth and Young Adult Network (YAYA) Organizer

Position Summary: The Executive Director is primarily responsible for the leadership and fiscal management and sustainability of NFWM so as to fulfill the mission of the organization. The Executive Director is responsible for building key alliances, determining policy, developing program, leading strategy, and ensuring the embodiment of the organizational values in the work and functioning of the organization.

Responsibilities:

Alliance Building and Policy (20% of FTE)

- Represents the interests of the organization with farm worker partners, and other key leaders and institutions regarding farm worker issues.
- Represents the interests of the organization in cultivating religious leaders and new Member & Supporting organizations.
- Develops key regional, statewide and national policy issues for NFWM.
- Serves as primary spokesperson for NFWM.
- Participates in and provides networking at key conferences and national meetings.
- Oversees the communication strategy for NFWM.

Campaigns and Programs (40% of FTE)

- Develops and manages strategy & plans for program areas to educate, equip, mobilize, and sustain support for farm worker campaigns & initiatives of NFWM.
- Ensures that the organization makes consistent and timely progress toward program and campaign goals, and that the work of the organization is aligned with its long-range strategy and mission.
- Develops and manages NFWM involvement in national farm worker campaigns and activities.

Management and Operations (25% of FTE)

- Works with the Board and its Executive Committee to develop, review and revise the strategic intents and goals of NFWM.
- Works with Board Chair and Board Executive Committee on a regular basis to keep them informed.
- Effectively involves the Board in organizational governance, member support, program work, fundraising and organizing initiatives.
- Responsible for the overall financial health and sustainability of the organization.
- Prepares the annual budget, monitors the organization's financial performance, and reports regularly to the staff and quarterly to the Board on the organization's financial status.
- Hires all staff, supervises full-time staff, supports part-time staff and oversees contractual partnerships.

Development (15% of FTE)

- Oversees the design of a comprehensive development plan and actively participates in its implementation.
- As the face of the organization, establishes and maintains relationships with funders, donors, and partners and nurtures their role in the financial health and sustainability of the organization.

Essential/Required Skills, Knowledge, & Ability (SKAs):

- Demonstrated commitment to social, economic & racial justice through work with immigrant communities or other minority or marginalized groups
- Demonstrated experience working with faith communities with ability to relate to people of diverse cultures and faiths
- Knowledge of faith policy advocacy

- Ability to foster a positive and productive organizational culture, and build community with staff
- Experience growing an organization and creating and executing strategies to increase organizational impact and sustainability
- Demonstrated experience in managing a small/medium-sized nonprofit organization
- Proven success in fundraising and stewardship of resources
- Highly motivated, with strong organizational skills
- Proven capacity to build coalitions
- Excellent written and oral communication skills, including public speaking and advocacy
- Solid analytical and strategic planning competency
- Able to adapt to changing work situations and needs; flexible, positive attitude
- Bachelor's degree in Non-Profit Management, Religion, Social Work, or related field
- Ability to travel nationally

Additional: Desired SKAs (Not Requirements for Candidate Application)

- Spanish fluency, oral and written, highly desirable.

Physical Demands & Work Environment:

Familiarity with computer, e-mail communications, social media, etc. Should be physically able to participate in marches, public vigils, visits to farm workers in fields (many of which may be in extreme heat conditions), and light weight lifting. Office location may require staff to climb stairs.

Position Description Acknowledgement: I have read and understand the role, responsibilities and authority of this position.

Employee Signature Date

Supervisor Signature Date

Revised: March 2015