



2025 Executive Director Job Description

POSITION SUMMARY: The Executive Director is primarily responsible for the leadership and fiscal management, and sustainability of NFWM to fulfill the mission of the organization. The Executive Director is responsible for building key alliances, determining policy, developing programs, leading strategy, and embodying the [organizational values](#) in the work and functioning of the organization.

Currently, the office is located in Raleigh, NC. The goal for onboarding is the first quarter of 2026. The position is open until filled.

For questions or to submit a resume, ExecutiveDirectorSearch@nfwm.org.

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 measurable 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 regularly 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, & ABILITIES (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 the 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
- Be willing to undergo and pass a financial credit check in order to take this role.

ADDITIONAL: Spanish fluency, oral and written, highly desirable (not required for application).

Physical Demands & Work Environment:

Familiarity with computers, 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 weightlifting. The office location may require staff to climb stairs.