

**Job Title: Executive Director**

**Organization: MARC**

**Location: Midland, TX**

**Closing Date: May 24, 2021**

**Job Description:** The Executive Director is the staff person held ultimately responsible for the overall administration, financial management and fund raising, program development, personnel administration, community/public relations, and Board relations.

**Essential Duties and Responsibilities:** The Executive Director will be responsible for the following:

- Thoroughly understand MARC and its mission and policies, culture, values, history, key stakeholders, programs, finances, and strategic plan;
- Oversees and expands MARC's fundraising activities including individual giving, foundation grant support and foundation relationships, corporate participation and special fundraising events;
- Ensures that appropriate programs and services are provided in the service area consistent with priority needs and the MARC's mission;
- Maintains a depth of understanding of MARC program histories, current program successes and potential for future innovations;
- Directs the placement of human resources to facilitate accomplishment of MARC's goals and objectives through effective recruiting, hiring, evaluation and feedback, training, developing, coaching, counseling and mentoring strategies. Ensures that employment and termination decisions are made on a timely basis consistent with all appropriate principles of human resources management;
- Establish and maintain working relationships with staff, volunteers, individual donors, and corporate executives;
- Conform with and abide by all regulations, policies, work procedures, and instructions;
- Stay abreast of philanthropic, economic, and social and community trends related to MARC; ensure that staff and board are informed of changes in trends and initiatives that might impact the organization;
- Establishes and maintains effective relationships and/or networks with professional and social service organizations, funders/donors, providers, governmental entities, corporations and other voluntary agencies; and
- Travel occasionally as necessary.

**Personal Characteristics:** The Executive Director must be:

- Someone committed to and enthusiastic about the mission and vision of MARC;
- A strategist who is adept at planning, prioritizing, organizing and following through;
- A superior communicator;
- An individual with credibility, good judgment, honesty, integrity, trust, and the ability to motivate others in a similar vein;
- One who shares information readily, listens as well as gives advice and respects the abilities of others; and
- A person who presents a high degree of maturity, sophistication, self-confidence, flexibility and caring.

**Critical Competencies for Success:**

- Organization and Mission Focus - looking across the organization for opportunities to apply ideas that expand MARC's influence and impact. Role modeling MARC's values.
- The ability to make good judgements and quick decisions.
- Financial Management – oversees the fiscal soundness of the organization.
- Talent and Relationship Development - capacity to identify, observe and contribute to management and staff development; ability to model appropriate words and actions; ability to gain credibility and build relationships across functions and cross-culturally, among multiple constituencies.
- Thought Leadership - demonstrated innovation, intention, and quality of contribution to program, advocacy, training and research activities. Intellectual curiosity and a learning orientation for her/himself and the organization.
- Communications - ability to articulate, persuade, engage, and listen effectively. Ability to use different methods of communication appropriately. Skilled at delivering strong and compelling presentations.

**Ideal Experience:** The ideal candidate will have the following experience and qualifications:

- Master's degree or equivalent and five years of experience including four in administration and supervision. Bachelor's degree accepted with related experience for a minimum of six years in administration and supervision.
- Demonstrated experience in working effectively with a Board of Directors.
- Leadership and strategic qualities to develop and manage staff and to direct day-to-day activities and operations;
- Supervisory experience required;
- Demonstrated fiscal management, budgeting and fund raising experience.
- An organized and strategic approach to fundraising with experience in managing, developing and coordinating successful fundraising efforts;
- Demonstrated experience in effective communications in the community and the public.
- Demonstrated success in the cultivation, solicitation and stewardship of foundation and corporate donors;
- Knowledgeable of the legislative/ advocacy process.
- Familiarity with volunteer organizations.
- Proven ability to recruit, train, counsel, motivate and lead.
- An effective communicator who is articulate and persuasive in written and verbal communications; adept at crafting proposals, donor correspondence and other kinds of materials and making presentations to a variety of audiences;
- Strong interpersonal skills.
- Demonstrated ability in building partnerships, coalitions, individual relationships; ability to bring together diverse segments of the community to work together for a common goal.
- Demonstrated understanding and appreciation for the use of technology and information systems in increasing organizational effectiveness.

**Compensation:** Compensation will be commensurate with experience and record of successful achievement.

**How to Apply:** Send resumes to Laurie Johnson at [ljohnson@nmc-pb.org](mailto:ljohnson@nmc-pb.org)