



New Mexico Counseling Association

# Executive Director Job Description

## Job Description

Reporting to the Board of Directors, the NMCA Executive Director (ED) will have overall strategic and operational responsibility for NMCA's staff, programs, expansion, and execution of its mission. The ED will continually develop deep knowledge of the counseling field, core programs, operations, and follow the strategic plan.

## Responsibilities

### *Leadership & Management:*

- Ensure ongoing local programmatic excellence, rigorous program evaluation, communications, and systems.
- Actively engage and energize NMCA volunteers, board, committees, divisions, and partnering organizations.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for NMCA.
- Lead, coach, develop, and retain NMCA's Executive Assistant.
- Provide leadership and manage board member efforts to ensure support for all committees and divisions.

### *Event Planning & Communications:*

- Plan events for NMCA, generating funds for activities to support NMCA's strategic plan.
- Organize and plan NMCA's annual conference, and additional programs as directed by the NMCA board.
- Collaborate with NMCA's board in all aspects of communications.
- Use external professional presence and relationships to garner new opportunities.

### *Planning & New Business:*

- Design, clarify, and oversee data dissemination by direction of the NMCA board.
- Ensures that services and funding relationships are robust and meet or exceed strategic goals and objectives.
- Begin to build partnerships, establishing relationships with the event vendors.
- Be the steward and retain important organizational information for NMCA and as directed by the NMCA board.

## Qualifications

The ED will be thoroughly committed to NMCA's mission. All candidates should have proven leadership, event planning, and relationship management experience. Specific requirements include:

- Demonstrated leadership and management skills
- Ability to multitask
- Takes initiative and is action-oriented
- Past experience with event planning, including project management and academic conference planning
- Commitment to quality programs, research, planning, and data-driven program evaluation
- Ability to effectively collaborate with diverse groups of people
- Creative problem-solving skills
- Flexible, Organized, and Collaborative
- Strong written and verbal communication skills
- Skills to update website, send mass emails, and coordinate virtual meetings. Proficient in Google Workspace,
- Attend meetings during business hours including but not limited to: board meetings, meet with the NMCA President and Executive Assistant and other organization events

### *Preferred Qualifications include:*

- Advanced degree, someone who holds a license under the NM RLD Counseling & Therapy Licensing Board
- Understanding of finance and administration, fundraising on a non-profit board
- Past success working with a Board of Directors and maintaining professional board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders

## Work Hours & Compensation

- Flexible schedule (some availability during business hours)
- Part-time - approximately 15-30 hours per month
- Pay Scale: Will be discussed during interview process as it is determined based on experience and board budget

**Application** <https://forms.gle/iMrQomyTa1Fd3dwU9>