



Job Announcement:

Executive Director – PROSPERITY WORKS, Albuquerque, New Mexico

The Prosperity Works Board of Directors is seeking qualified candidates for the position of Executive Director. The ED will be responsible for all aspects of the stewardship of Prosperity Works' mission, advocacy, development and programmatic work. This position will collaborate with the Board of Directors, staff, and agency partners to develop and implement both short and long-term goals to achieve the organization's vision and strategic direction. The ED will establish a financially diverse and self-sustaining base of funding through strong donor relations, grant opportunities, and community partnerships. In this role you will be expected to lead efforts and pursue strategic partnerships to advance economic equity and financial inclusion in the State of New Mexico.

Start Date: Flexible

Compensation & Benefits: Competitive salary (full-time, exempt); health, dental and vision insurance; 403b retirement plan; paid leave. This role is eligible for incentive and performance-based bonuses.

Overview: Prosperity Works builds the capacity of families and organizations with personal, social and financial assets, and advocates for policies and practices that support economic prosperity for all New Mexicans. The ED is responsible for fulfilling the mission and overseeing and implementing the administrative, programmatic, and fiscal duties within the organization. Other important functions include strategic planning, fundraising, community outreach, and the development of legislative initiatives. The ED reports directly to the Board of Directors.

Key Programs and Projects:

Working in collaboration with staff, governmental agencies and non-profit allies, the Executive Director will be expected to lead, develop expertise in and implement the existing programmatic commitments and strategic plans of the organization. This includes the following PW programs:

- Individual Development Accounts (IDA): Growing the IDAs to make wealth building assets/resources available to adults;
- Energy Equity: Growing equitable access to affordable energy and energy efficiency upgrades for limited income families;
- Child Savings Accounts (CSA): Growing Prosperity Kids (CSAs) to support families, including children, in building wealth and saving for their college education;



- Fair Lending Advocacy: Fighting predatory lending practices and expanding affordable lending products, especially through employer-based benefit programs, for small dollar loans with fair lending terms;
- Effectively advocating at all policy levels for removal of barriers to wealth creation and financial security for families; and,
- Development program to fund existing initiatives and new funding streams for current and new program goals.

It is expected that the Executive Director will work with the retiring CEO for a transition period of several months to develop a complete understanding of the mission, goals, programs, partnerships and strategy of the organization prior to taking on leadership of Prosperity Works.

Key Duties and Responsibilities:

- Organizational Leadership: Responsible for hiring, supervising and leading Prosperity Works staff in a manner that supports the vision and mission and is reflective of the inclusive organizational culture.
- Communication with Board of Directors: Responsible for effective, timely and accurate Board reporting to guide decision-making and ensure transparency.
- Fiscal Management: Responsible for overall financial management and integrity of the organization, including operating within the approved budget and utilizing resources efficiently.
- Revenue Generation: Responsible for identifying and securing funding necessary for operation of the organization through direct fundraising and grant writing.
- Strategic Planning: Responsible for developing, implementing and maintaining initiatives which support the mission by expanding financial opportunities for the families and communities served.
- Advocacy/Legislative and Community Engagement: Responsible for developing relationships with city, county, state and tribal leaders and other professional, civic and private organizations to further the objectives of Prosperity Works.

Qualifications:

- Bachelor's degree (preferred)
- Extensive experience in senior leadership roles, including financial oversight
- Experience working with New Mexico communities (preferred)
- Fundraising and grant writing experience
- Spanish fluency (preferred)
- Demonstrable speaking ability with media, appearing on film and radio; strong media relationships (preferred)



Applicants: Submit resume, cover letter, writing sample (i.e., grant application), and references electronically to Ms. Ona Porter, President & CEO at ona@prosperityworks.net. All documentation must be submitted by October 31, 2021. Position open until filled.