

## **The Jewish Community Foundation of New Mexico (JCFNM) seeks a qualified professional to lead our growing organization as Executive Director.**

Compensation: Range of \$85,000 to \$110,000 depending on experience, plus benefits including retirement, healthcare and PTO.

### ***The Opportunity***

The new Executive Director of the Jewish Community Foundation of New Mexico (JCFNM) will guide the Foundation through continued growth and investment in the Jewish and broader communities of New Mexico. With an endowment approaching \$10 million and commitments of planned legacy gifts exceeding \$5 million, JCFNM has become an important funder and convener for Jewish community members and organizations. It provides and facilitates grants to over 15 Jewish organizations in five New Mexico communities. JCFNM's highly engaged board consists of standing directors and organization directors representing local Jewish organizations. This first full-time Executive Director can take JCFNM to the next level in fund development and grant making, while sustaining strong operations and fiduciary oversight of endowment funds.

### ***About the Jewish Community Foundation of New Mexico***

Located in Albuquerque on the campus of the Jewish Community Center (JCC) of Greater Albuquerque, JCFNM's mission is to build and perpetuate support for a vibrant, caring Jewish community through partnerships with donors and organizations. JCFNM empowers individuals and families to engage in effective, meaningful charitable giving. The organization manages several organizational endowments for synagogues and organizations to ensure their sustainability. JCFNM also administers a Community Fund to help maintain and enhance Jewish life in New Mexico as well as a variety of other scholarship and designated grantmaking funds.

JCFNM has been an independent 501c3 nonprofit organization for more than a decade. During this time, assets under management grew from \$2.5 million in 37 funds to \$9.3 million in 89 funds as of March 2024. Over this same period, annual grants awarded and facilitated by JCFNM more than tripled from \$249,000 to \$793,000. In 2023, grants helped feed families, enhance spiritual and emotional well-being, strengthen Jewish connections, educate children and adults, provide healthcare, create art and music, and assist immigrants and refugees.

To meet its fiduciary responsibilities, the JCFNM has its assets managed with the larger Jewish Philanthropies of Southern Arizona (JPSA) whose investment advisor is SEI, a leading asset manager with 440 clients, including 25 community foundations. JPSA also provides JCFNM with recordkeeping, reporting and strategic guidance.

Growth and prudent investments mark the upward trajectory of the Foundation. We anticipate substantially increasing our operating funds and assets under management in the coming years, building upon the trust established by the Foundation with donors and organizations in our community.

## ***The Position***

The Executive Director reports to the JCFNM Board Chairperson and works closely with the Executive Committee and Board of Directors. The organization also has a part-time Executive Assistant and a contract bookkeeper.

The Executive Director is responsible for management, direction and planning of JCFNM's operations.

Essential job functions include:

Board, Leadership Development & Strategic Direction: Provide vision, support and technical assistance to the Executive Committee and Board to successfully carry out operations with a maximum amount of transparency and fiduciary responsibility.

Financial Resource Development: Expand and sustain organizational donors through education and stewardship of both individuals and partner organizations.

Funds Management: Ensure strong financial oversight by working closely with JPSA staff and JCFNM's contract bookkeeper. Help to customize, amend, and execute fund agreements. Work with the Grants Committee to ensure the grantmaking process runs smoothly.

Marketing & Communications: Support the Marketing Committee to plan and publicize events, creates and regularly updates Foundation website, delivers quarterly eNewsletter.

Business Operations & Compliance: Provide financial oversight to ensure operational efficiency, integrity and transparency.

Community Relations – Represent JCFNM at community events and, along with Board leadership, serve as JCFNM's representative to the Jewish and non-Jewish communities. Organize and facilitate Jewish NM Leadership group meetings and partner with board and other organizations to support the health and vitality of Jewish New Mexico. Represent Foundation at community events.

## ***Qualifications***

Candidate Education, Skills and Characteristics:

- Bachelor's degree
- At least five (5) years of work experience in a related field or role.
- Knowledge and experience in helping donors find ways to fulfill their philanthropic goals.
- Significant management and leadership history with non-profits, including private or community foundations.
- Expertise in fiscal management and fundraising, grantmaking and donor development.
- Excellent written and verbal communication skills with up-to-date knowledge of electronic communication systems.
- Comfortable engaging with diverse populations and advancing the foundation's work with assistance of volunteers on boards and committees.
- Familiarity with the Jewish community and ability to network.
- Self-starter with the ability to identify needs, and plan for outcomes.

**To Apply**

Please submit the following materials to [execsearch@jcfnm.org](mailto:execsearch@jcfnm.org):

- A resume or other summary of qualifications and experience.
- A cover letter that addresses your commitment to philanthropy and your interest in this organization.

Qualified candidates are encouraged to apply immediately.

If you have questions, please email [execsearch@jcfnm.org](mailto:execsearch@jcfnm.org).

*The Jewish Community Foundation of New Mexico offers equal employment opportunity to all individuals regardless of their race, color, religion, gender identity, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.*

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