

**New Mexico Conference of Churches (NMCC)
Conference Director Position Description**

*Heeding Jesus' call to strive for
unity, justice, peace, and the integrity of creation,
we are people of faith ministering
to bring healing and hope to New Mexico.*

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| Position: | Conference Director of NMCC |
| Status: | exempt, part-time (25 hours/week), salaried position |
| Compensation Package: | \$41,250 (salary and benefits) |
| Benefits: | vacation, study leave, sick leave, housing allowance, and health & retirement benefits, as appropriate |
| Reimbursed Expenses: | business and travel expenses (vouchered), to be negotiated |

ACCOUNTABILITY: The Conference Director is hired by the Board of Directors of the New Mexico Conference of Churches (NMCC). The Conference Director is accountable to that board through the Executive Committee. The Personnel Committee will perform annual evaluations of both performance and salary and make recommendations to the Executive Committee, which in turn shall make recommendations to the full board for its consideration.

QUALIFICATIONS

1. Evidence of a personal faith in Jesus Christ, knowledge of the scriptures, and a theological perspective that demonstrates a deep commitment to ecumenism;
2. Strong commitment to one's own faith tradition, and membership in good standing of one of the Conference's partner denominations;
3. History of working with and in multi-cultural/multi-ethnic settings;
4. Understanding of and interest in the culture in the southwestern United States;
5. Skills in both written and verbal communication;
6. Proven ability with fund raising, funds development planning, and organization budget management; and,
7. Demonstrable history of advocacy on public issues.

RESPONSIBILITIES

1. Day-to-day management and administration of NMCC, including assisting the board chair president in planning the agenda and materials for board meetings;
2. Utilization of social media and newsletter publication to inform readers of matters of interest to the Body of Christ in New Mexico;
3. Development of collegial and fiscal relationships with denominational leaders throughout the state;
4. Development of organizational goals and objectives consistent with the mission and vision of NMCC, in conjunction with the NMCC Board of Directors;
5. Facilitation of the Board's desire to become more inclusive of underrepresented groups in membership and programming;
6. Administration of operational policies and regulatory requirements, as applicable;
7. Oversight of all programs, services, and activities to ensure that program objectives are met;
8. Collaboration with Board on evaluation of NMCC activities; and,
9. Public representation of NMCC in congregations, denominational meetings, official events, national and international denominational bodies, and the State Legislature.