



Family Strengths Network (FSN) is a 501(c)(3) that was established in 1989 to address child abuse through prevention. The organization has since broadened its reach to serve all types of families through education and support.

FSN serves Los Alamos County and Northern New Mexico, providing resources to help families succeed, including parenting classes, workshops, and opportunities to establish personal and community connections. These resources are incredibly important to community members, as many families who move into the area have no prior personal or family connections to Los Alamos or the surrounding areas.

FSN serves families of all shapes and sizes. Programming is designed to help parents, children from 0–18 years old, grandparents, and caregivers to empower their families. Though programs are offered for all ages, there is a special emphasis on early childhood-focused topics.

FSN is seeking a dynamic, community-centered Executive Director to lead the organization. Emphasis is placed on participative management and collaboration. This individual should subscribe to FSN values: responsibility, families, diversity, inclusivity, community, empowerment, relationships, trust, partnerships, safety, education, resources, and growth.

Executive Director Job Responsibilities

Administration

- Responsible for planning, organization, and direction of FSN's operations
- Plans, implements, and manages all FSN programming including Family Resource Center activities, classes/workshops, support groups, and special events
- Leads the development of FSN's Strategic Plan
- Directs programs and operations in accordance with the strategic plan by following defined goals and action items as well as reviewing and updating the strategic plan as appropriate
- Evaluates programs for both effective implementation and achievement of the mission and vision; keeps statistical data on resources provided
- Manages and provides leadership to staff to ensure a collaborative team environment and achievement of FSN's mission
- Retains a diverse, highly qualified staff and array of volunteers by providing career coaching as well as nurturing growth and personal development opportunities
- Assists the Board of Directors in strategic planning, fundraising, and preparing for monthly meetings
- Oversees and reports on FSN's results for the Board of Directors
- Compiles and prepares reports from organizational data to share with funders and the Board of Directors
- Uses best practices throughout all aspects of the organization

Financial Management

- Manages budget and accounting procedures, including payroll
- Oversees funding development to ensure financial stability of FSN
- Responsible for writing grant proposals and securing funding
- Manages and meets all funding requirements in a timely manner
- Develops, implements, and manages accounting policies and procedures in partnership with the Board of Directors

- Plans and manages annual budget with approval of the Board of Directors
- Analyzes and reports on fundraising results
- Ensures that services and funding relationships are robust and meet or exceed strategic goals and objectives

Public Relations

- Collaborates and networks with community organizations to ensure the needs of families are met
- Serves as community liaison for FSN; maintains positive image and continual focus on the mission and vision
- Consistently increases the reach and impact of FSN in the communities served
- Sits on external Boards/committees and participates in collaborative community meetings which help FSN to further its mission
- Creates and maintains relationships with key community organizations and members to support and advance FSN's mission
- Manages and assists with FSN's marketing efforts
- Oversees recruitment and training of volunteers

Job Requirements

The ideal candidate for this role embraces servant leadership as well as a thoughtful approach to operational management, strategic planning, and organizational leadership.

Qualified candidate should bring:

- Bachelor's Degree in education, social work, family studies, marketing, non-profit management, or five years equivalent experience
- Solid foundation and experience in one or more of the following areas: organizational, financial, management, leadership, or public relations
- Ability to meet funding growth goals and vision for funding growth
- Passion for creative program creation to meet needs of the community
- Basic understanding of marketing and ability to manage marketing efforts
- Knowledge of fostering healthy work relationships and partnerships
- Capability to work as part of a team and independently; including with the Board of Directors, staff, contractors, and community partners
- Ability to influence and lead FSN towards positive growth
- A strong passion for the mission and programs of FSN
- Flexibility to fulfill non-traditional work hours as needed
- Ability to create and establish clear, measurable business goals
- Proven abilities and experience in fiscal management
- Outstanding communication skills
- Computer skills: MS Office, cloud-based sharing, and e-mail
- Ability to multitask
- Self-motivated nature

Desired Qualifications

- At least five years of prior executive experience as a successful leader, non-profit experience preferred

- Community experience in education, social work, parent education, program management, or related areas
- Master's Degree in education, social work, family studies, marketing, non-profit management, or associated field
- Non-profit development education/experience
- Social media marketing experience specifically for Facebook and Instagram
- Proven track record of growing organizational capacity and programmatic impact
- Experience in fostering healthy work relationships and partnerships
- History working with families with young children
- Background working with government entities
- Experience working with recreational tracking software, Canva, and Give Butter

Compensation and Work Hours

This career opportunity offers a strong starting base salary and includes holiday and vacation pay, as well as sick leave. Salary range: \$45,000-\$60,000. Work is performed onsite with some remote and flex time opportunities as determined by the Board of Directors. The position is 30-40 hours a week. Some evening hours and occasional Saturday work is required.

Application Process

For consideration, please send your resume, cover letter that addresses experience with required and desired skills, and salary requirements to our Board of Directors Succession Planning Committee at fsn@lafsn.org and include FSN Executive Director Search in the subject line.

FSN is accepting applications and expressions of interest immediately and will continue until appointment is made.

FSN is an Equal Opportunity Employer and encourages diversity and equity in all facets of the organization's work. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, or any other protected class.