



Job Description Executive Director

What is Oasis?

Oasis is a nonprofit organization that has been in Albuquerque for over 30 years. Oasis's mission is to create opportunities for older adults (mostly retirees) to continue their personal growth and meaningful service to the community. Oasis offers challenging programs in the arts, humanities, science, health and wellness, and volunteer service. Albuquerque Oasis currently employs seven team members, including the full-time Executive Director. The Executive Director reports to a local Board of Directors.

Albuquerque Oasis is part of a national network of Oasis centers, with the national office located in St. Louis, Missouri. The national organization provides IT, marketing, fundraising, and accounting support.

Purpose

Oasis seeks to hire an experienced, high energy Executive Director, who will oversee programs focused on education, health and wellness, and volunteerism with an annual budget of approximately \$700,000.

Responsibilities

- Oversight and direct planning of finances, including preparation of the annual budget, analyzing monthly financial statements, and making prudent financial decisions.
- Oversee the production of three educational program catalogs (64-72 pages each) annually, consisting of 130-160 offerings per catalog. Includes working with program coordinators and securing instructors for educational classes.
- Oversee health & wellness program coordinator; work closely to meet goals for government (local and state) contracts.
- Oversee Intergenerational Tutoring Program; work closely with the Tutoring Program Director to write and administer tutoring grants.
- Develop relationships with instructors, class participants, and volunteers.
- Manage and support a team of six other employees, including Tutoring Program Director, Programing Coordinator, Office Manager (full time); and Health and Wellness Coordinator, Programming Coordinator, and Administrative Assistant (part-time).
- Report to a local Board of Directors; organize, plan, and take minutes for quarterly board meetings in conjunction with the board chair.
- Serve as an ambassador of the organization, representing Oasis to location organizations and networking at various community functions.

Other

- Maintains entrepreneurial spirit
- Manages time well and follows through on commitments.
- Uses change as an opportunity for improvement and growth and develops creative solutions; understands basic people dynamics of change.
- Remains focused on work priorities during times of change and maintains a positive outlook in uncertain times/stressful situations.

- Exhibits ability to learn and apply new skills.
- Seeks and uses feedback.
- Articulates clearly desired outcomes of goals, projects, and assignments so others understand.
- Manages relationships and builds trust.
- Promotes continuous improvement.

Required and Preferred Qualifications

Required:

- Bachelor's degree
- 10 years related experience
- Exceptional written and verbal communication skills
- Strong, successful leadership background with proven track record of success
- Solid understanding of fundraising principles and practices
- Strong customer service background
- Ability to meet deadlines and work in fast-paced environment
- Comfortable working with older adults

Preferred:

- Grant writing experience
- Database management skills
- Ability to learn and use new technology

Salary Range:

Depends on experience

Benefits:

Health insurance

403(b) plan

Paid Vacation

To apply:

Send a letter of interest and resume to cgriego@wwwlaw.us by September 29, 2023. No phone calls please.