



# HEART

## GALLERY OF EL PASO

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**Position Title: Executive Director**

**FLSA Status: Exempt**

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**Position Summary:**

Working with the Board of Directors, the Executive Director is responsible for the overall success of the Heart Gallery of El Paso to include fiscal management, staff oversight, strategic planning, program development and implementation, communications, stakeholder coordination and engagement, and fund development and management. As a fund of the Paso del Norte Community Foundation, the Heart Gallery of El Paso was established to connect families interested in adoption with children available for adoption through professional portraits, media, and community events for greater positive permanency in the Region 10 area in partnership with child welfare serving organizations.

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**General Duties and Responsibilities**

- Work with the Board of Directors to establish and carry out vision and mission, develop and implement the strategic plan, develop and implement annual objectives, monitor and evaluate results, oversee development of board meeting agendas/information, and facilitate board engagement.
- Develop and implement the Heart Gallery of El Paso's programs to include annual Heart Gallery event, match parties and awareness events. Manage portrait inventory, ordering portraits and maintaining program data of all exhibits and outreach efforts in CRM system. Coordinate weekly One Mission/Many Hearts segments on local TV stations, manage scheduling of shoot locations, station personnel, child, and caseworkers website and in-person events. Develop and maintain key relationships throughout the Region 10 business and child welfare community in order to effectively expand program awareness and increase partnership and exposure opportunities. Exercise strong storytelling skills to be able to craft profile narratives for individual child profiles and advocate for youth served by the program. Serve as the chief spokesperson to ensure the organization is presented in a strong, positive manner to stakeholders including judges, lawyers and other high-level profile community and political members.
- Develop and implement a comprehensive fund development plan to include fundraising activities, gift recognition, donor services, grant writing, and special events.

- Lead a high-performance volunteer team through effective recruitment, training, motivation, coaching, evaluation and retention strategies. Oversee the day-to-day functions of the organization and ensure compliance with policies and procedures.
- Ensure financial integrity, growth and stability of the organization. Oversee the fiscal activities including budgeting, timely and accurate reporting and annual audit and tax preparation, and effective IT systems and safeguards, and compliance with relevant laws and regulations and ensure legal and statutory reporting requirements are met.
- Supervise Heart Gallery Coordinator.
- Other duties as assigned.

**Qualifications:**

**Education and Experience:** Minimum of a Bachelor’s degree with strategic leadership and management experience in non-profit, business, government, and/or academic sectors. A minimum of three to five years management experience at the executive level preferred.

**Knowledge, Skills and Abilities:**

- Proactive leadership skills, positive outlook, and self-confidence.
- Excellent interpersonal, public relations, written and oral communication and presentation skills.
- A sound knowledge of fiscal management, strategic planning and business administration.
- Ability to manage a board of directors, volunteer committees, and staff and committees.
- Ability to communicate and collaboration with community partners and stakeholder groups.
- Ability to establish and maintain effective working relationships with staff, board members, committees, regulatory agencies, and the public.
- Ability to work well under stress, meet deadlines, multi-task, and deliver high-quality results.
- Exceptional management capabilities and time management skills.
- Considerable knowledge about non-profit and governmental organizations, their governance, organizational dynamics, and financial management.
- Exceptional organizational, analytical and conflict-resolution skills.
- Fluency in Spanish preferred.

**Physical Requirements / Work Conditions:**

- Evening and weekend work required.
- Occasional out-of-town travel required.
- Work conducted in office, home office, and in the community.
- Repetitive motion in the operation of computer.
- Frequent sitting required; occasional standing, bending, and stooping.

**About the Heart Gallery of El Paso**

The Heart Gallery of El Paso is a new, nonprofit organization under the Paso del Norte Community Foundation established to use the power of photography to capture the individuality and dignity of children experiencing foster care, to advocate for their permanency, raise public awareness about their needs, and obtain support to help meet those needs. Heart Gallery programs assist caseworkers in what many consider to be their hardest cases when parental rights have been terminated.

The Heart Gallery of El Paso is an Equal Opportunity Employer and does not discriminate based on sex, race, age, national origin, ethnicity, background, disability, sexual orientation, or any other characteristic protected by law. Final candidates must pass a background check in compliance with federal regulations.