

New Mexico Conference of Churches Conference Director
Job Description
Applications received through June 13, 2025

The Conference Director, grounded in deep Christian faith, is responsible for leading and managing the operations of the New Mexico Conference of Churches. They will work closely with its Board of Directors to live into the Conference's mission of "heeding Jesus' call to strive for unity, justice, peace, and the integrity of creation, as people of faith ministering to bring healing and hope to the people of New Mexico" and expand the Conference's role in the state. They will, in conjunction with the Board, be integral to implementing a strategic plan to bring new energy and life to the work of the Conference -- increasing a spirit of ecumenism by fostering collaboration among member churches, engaging on the issues of public witness and the practice of faith, representing the Conference in public discourse, advocating for community needs, and serving as a resource to the Board and the broader community. The position is based in Albuquerque, NM, but requires travel throughout the state, including attendance at some evening and weekend events. This position is a salaried, full-time, exempt position. **Salary Package: \$75,000-\$90,000 including benefits and time for self-care, commensurate with experience.**

Key Responsibilities:

Strategic Leadership:

- Develop and implement a strategic vision for the Conference, aligning with the needs of member churches and the broader community.
- Oversee the development and execution of strategic plans to achieve the Conference's objectives.
- Facilitate collaborative decision-making among member churches on key issues.

Ecumenical Engagement:

- Foster relationships and partnerships with other faith-based organizations and community leaders to address shared concerns.
- Organize ecumenical events and initiatives to promote understanding and collaboration across different Christian traditions.
- Represent the Conference at New Mexico churches and regional gatherings of church bodies.

Advocacy and Public Policy:

- Advocate for policies and legislation that support the Conference's mission, including social justice issues like housing, healthcare, and education.
- Represent the Conference at community forums, government meetings, and public hearings.

Fundraising and Resource Development:

- Lead fundraising efforts to secure financial resources for the Conference's operations and programs.
- Identify with the Board potential funding sources and develop grant proposals.

- Manage with the Board the Conference's budget and ensure financial sustainability.

Communications and Outreach:

- Communicate the Conference's vision, mission, and activities to member churches, the wider community, and key stakeholders.
- Develop and implement communication strategies to promote awareness of the Conference's work.

Staff Management:

- Lead and supervise a team of staff members, providing guidance and support to achieve organizational goals.
- Recruit, hire, and develop a diverse and qualified staff.
- Care of self as good modeling for the staff.

Board Relations:

- Work closely with the Conference's Board of Directors to provide regular updates on operations, strategic planning, and financial performance.
- Implement Board decisions and ensure alignment with the Conference's mission.
- Other duties as assigned.

Qualifications:

- Active member in good standing of one of the Conference's member churches.
- Bachelor's degree, with higher education degree in theology, public policy, non-profit management, or a related field preferred.
- Ordination or religious profession or commission preferred.
- Deep understanding of Christian theology, church polity, and a commitment to ecumenical dialogue.
- Proven leadership experience in a non-profit or community-based organization.
- Excellent communication skills, both oral and written, and interpersonal skills to build relationships with diverse stakeholders.
- Strong advocacy and public speaking abilities.
- Experience with communication technology and social media.
- Experience in strategic planning, fundraising, and budget management.

Send Cover Letter and Resume to nmcc.pdaa@gmail.com.