



Education for Parents of Indigenous Children with Special Needs

2201 Buena Vista Dr. SE, #201, Albuquerque, NM 87106

Position: Executive Director

Supervisor: EPICS Board of Directors

Status: Salaried Bi-Weekly, Exempt, Full Time

Job Summary: The Executive Director is responsible for managing the day-to-day operations of EPICS. Report organization progress and updates to EPICS board of directors and grant project officers. Incumbent will be responsible for Finance and Human Resources management. Create and encourage an organizational culture of honest communication and positivity.

Responsibilities:

1. Submit invoices for state contracts
2. Oversee daily operations of EPICS
3. Oversee grant deliverables and submit grant reports
4. Create a budget to manage finances, track expenses, and achieve financial goals
5. Ensure effective communication among staff members
6. Build partnerships with members of the community to bring more awareness, resources, and collaborative efforts
7. Plan events and conferences
8. Workforce planning and management
9. Assist employees with understanding and adherence to all company policies and procedures

Minimum Qualifications:

- Proven ability in organizational management to manage and develop high performance team
- Ability to work collaboratively with diverse groups of people
- Knowledge of HR theories and practices
- Strong written and public speaking skills
- Exceptional communication skills

Desired Qualifications:

- Familiarity with Native American cultures
- Knowledge of non-profit organizations
- Knowledge of federal grants and reporting
- General knowledge of the education system (State & BIE), resources, and structure
- General knowledge of special education resources within the education system
- Prior financial and grant management experience
- Knowledge of Microsoft Office 365, online communication platforms, email marketing, survey/evaluation, and design tools platforms