

TEDxABQ Seeks Visionary Leader for Executive Director



In the style of TED events, TEDxABQ builds community through the power of ideas by producing inspiring conferences that showcase local speakers, creators, and doers.

Since 2009, TEDxABQ has hosted over 35 events featuring more than 350 of New Mexico's most fascinating thought leaders in science, art, technology, policy, and business. A vibrant and active team of volunteers and board members form the backbone of the TEDxABQ team with the Executive Director representing the only paid staff member. Past speakers, past and current volunteers, and the large network of partners that support the organization represent a synergistic hub of curious and engaged community members at the heart of New Mexico who affect change in our community.

Position

The Board of Directors is seeking an Executive Director (ED) who brings a passion for TEDxABQ and visionary leadership capabilities. The ED will drive the next phase of the organization's strategic growth and communicate the TEDxABQ vision to a diverse constituency. The ED is expected to collaborate with volunteers and the Board of Directors to accomplish responsibilities. The position reports directly to the Chair of the TEDxABQ Advisory Board of Directors.

Key Responsibilities

Fundraising

- Set and meet fundraising goals in collaboration with Board and volunteers
- Implement and oversee fundraising plan
- Acquire and retain donors
- Network with key stakeholders in the community

Financial Planning & Management

- Manage financial planning and accountability
- Collaborate with board on strategic planning
- Build annual and event budgets and report financial status to Board
- Collaborate with the Chair and committees to ensure a healthy and active Advisory Board
- Manage any future consultants or staff

Programming & Volunteers

- Oversee the planning, implementation, execution, and evaluation of all TEDxABQ programs
- Continue to hone best practices and apply to future events
- Develop annual programming calendar with input from volunteers and Board
- Oversee all volunteer teams
- Coach and mentor volunteers as appropriate to improve performance
- Recruit and train volunteer leadership
- Foster effective communication and teamwork between the Board and volunteers

Community Relations

- Build and maintain relationships in the community with individuals and organizations that are past/present/future resources for speakers, partners, volunteers, and/or valuable connections
- Stay reasonably current on local and statewide happenings to stay in touch with issues affecting the greater community
- Act as TEDxABQ's primary spokesperson through media and other opportunities for increased visibility
- Oversee overall communications strategy and work with volunteers to execute
- Build and maintain relationships with other TEDx organizers regionally and internationally, as well as the TEDx staff at TED's headquarters.

Operations & Administration

- Manage the TEDxABQ knowledge base and processes
- Ensure that TEDxABQ is meeting the requirements and following rules set out by TED
- Build tools and processes that improve the success and effectiveness of volunteer teams
- Execute the efficient and effective day to day operations of the organization

Qualifications

Minimum

- Familiarity with and enthusiasm for TED Talks
- High level fundraising and donor relations skills
- Strong organizational abilities including strategic planning, program development and task facilitation
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Strong interpersonal skills
- The agility and adaptability necessary to thrive in a fast-paced, ever-changing environment
- The ability/interest to learn new skills and further develop on the job.
- Proficient with Microsoft Office (Word, Excel, and PowerPoint) and Google Suite
- Bachelor's degree

Preferred

- Knowledge and understanding of fundraising strategies and donor relations unique to nonprofit sector
- Two or more years of nonprofit managerial experience
- Transparent, engaged and high integrity leadership
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Ability to effectively communicate TEDxABQ's guiding principles to various individuals, volunteers and potential donors
- Collaborative skills to motivate volunteers, board members and community leaders
- Past experience with project management software (Trello, Basecamp) and CRM tools (Prosperworks)
- Comfortable public speaking and representing the organization as the primary face of TEDxABQ
- Experience teaching public speaking, leading workshops, and/or facilitating meetings with diverse stakeholders
- Interest in mentorship and capacity building through volunteer experience
- Familiarity with/love of Albuquerque and New Mexico
- Three (3) year commitment to TEDxABQ

Other Information/Requirements

- The Executive Director usually works in an office environment, but the mission of the organization may take him/her to non-standard workplaces
- Work schedule will require evening and weekend hours to accommodate activities including but not limited to events, Board meetings, volunteer meetings, and/or outreach
- Must have reliable personal transportation
- Must be able to lift minimum of 25 lbs.

Full Time: Salary \$40,000 - \$50,000 DOE. Includes medical and dental benefits, PTO, and flexible schedule.

To apply: Please send cover letter and resume via email to Monet Silva, Board Chair, monet@tedxabq.com. Applications received before February 15, 2018 will be given priority.