



Job Description: Chief Administrative Officer

Reports to: Board of Directors

Location: Albuquerque, New Mexico

Compensation: \$50,000-65,000

Work Schedule: Full Time

Benefits: Health Insurance, 401(k), Dental Insurance

Application Process: To apply, submit your resume and cover letter to Program Director, Steven Serrano, at steven.serrano@casaq.org. Applications will be shared with and reviewed by the Casa Q Board of Directors.

About Casa Q: Casa Q has been in operation since 2013, but officially opened our doors to house youth experiencing homelessness in 2015. Casa Q's mission is to provide safe living options and services for LGBTQ+ youth and allies who are at risk of or experiencing homelessness. Casa Q is the only LGBTQ+ specific youth homeless shelter in New Mexico and provides residential and transitional living services in a home-like environment, complemented with comprehensive and individual case management. Our residential program operates 24/7, 365 days a year.

Casa Q serves youth ages 14 to 17 in our residential program and ages 18 to 22 in our Transitional Living Program (TLP). Casa Q supports between 10-15 youth at a time in the Casa Q residential program and TLP. Visit: www.casaq.org for more information

Primary Duties and Responsibilities:

- A. Administrative Leadership: Designs, develops and implements administrative policies, procedures, and systems to support the organization's goals and objectives. Assumes responsibility for compliance with these policies within the organization.
- B. Provide strategic guidance to the executive team on administrative matters, ensuring alignment with overall mission and vision.
- C. Oversee the day-to-day operations of administrative departments including finance, human resources, facilities, and IT.
- D. In conjunction with the Program Director, responsible for compliance with regulatory obligations associated with operations of the organization's facility, that programs operate consistently and ethically, and that all reporting obligations are met in a timely manner.
- E. Ability to build, develop, maintain, and advocate with grant-making, government, and non-profit organizations within the scope of the work of the organization.
- F. Budgeting
- G. Develop and implement human resources strategy, policies, and procedures
- H. Manage facilities and procurement
- I. Develop and implement IT strategies

Requirements:

- A. Bachelor's or Master's Degree in Business Administration, Non-Profit Management, or related field
- B. Proven experience in a leadership role, preferably in a non-profit organization
- C. Strong knowledge of financial management, budgeting, and reporting, including demonstrated use of tools used in finance like QuickBooks and Excel
- D. Familiarity with human resource best practices, labor laws, and employee relations
- E. Proficiency in facilities management
- F. Demonstrated strategic thinking and problem solving abilities
- G. Excellent communication and leadership skills
- H. Ability to work collaboratively with a team and build effective relationships with stakeholders.
- I. Strong organizational and time management skills, with the ability to prioritize and meet deadlines.

Please note that this position subject to a criminal background check (per CYFD requirements - post offer)

Applications will be reviewed on a rolling basis and interviews will begin immediately. Questions should be sent to steven.serrano@casaq.org; no phone calls, please.

Casa Q provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Casa Q complies with applicable state and local laws governing nondiscrimination in employment in New Mexico. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Casa Q expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.