



Casa Q seeks applicants with personal/direct knowledge of LGBTQ+ lives and experiences. LGBTQ+ and gender non-conforming persons, people of color, and people with disabilities are encouraged to apply.

Job Description: Executive Director, Casa Q Inc.

Reports to: Casa Q Board of Directors

Location: Albuquerque, New Mexico

Compensation: \$60,000 - \$80,000

Work Schedule: Full time, plus on-call

Application process: To apply, submit your resume and cover letter to board@casaq.org

Summary of Position: Casa Q is seeking a full-time Executive Director to provide leadership and oversight of all organizational activities and ensure excellent community relationships and stable funding. The Executive Director, together with the Program Director, will operate the multi-service residential program in accordance with CYFD regulations; support the Transitional Living Program; represent the agency effectively with funders and partners; raise operating funds, and oversee all organizational staff and hiring. The position will work in close coordination with the Casa Q Board of Directors.

About the Organization: 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, ages 14 to 17 in our residential program and ages 18 to 22 in our Transitional Living Program. 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.

Leadership and Management:

- Together with staff and Board of Directors, develop and implement the organization's strategic plan and provide leadership to deliver core services
- Represent the agency effectively with funders, donors, partner organizations, and the Board of Directors
- Provide oversight and ensure NM Children, Youth, and Families Department (CYFD) compliance with all services, including the agency's staff training program
- Ensure compliance with state and city licensing and regulations
- Prepare for and attend all Board of Director meetings and select committee meetings, which includes creating meeting agendas, collecting supporting documentation, and making reports to the Board of Directors



Human Resources Support:

- Supervise Casa Q Program Director
- Working with the Program Director, oversee the hiring, training, and management of all organization staff, including Client Advocates who provide 24/7 coverage of the facility as well as any volunteers, interns, and/or case manager(s)
- Oversee the annual review process for all Casa Q staff and manage the annual review of the Program Director
- Oversee bi-weekly payroll for Casa Q employees
- Administering employee benefits programs

Fundraising and Development:

- Prepares, monitors, and maintains the \$600,000+ operating budget
- Responsible for the planning, organizing, tracking, and directing of all fundraising/development activities including, major gifts, special events, and sponsorships. The ED will work closely with the Board Chair and the Fundraising Committee in all development and fundraising endeavors
- Raise operating funds for the organization by working closely with the Board of Directors to secure public and private grants, and ensure compliance and grant deliverables are met
- Monitor, maintain, and complete all required reports and invoicing for existing grants

Program Oversight:

- Provide oversight and support of the Program Director's work to ensure quality service delivery for clients, including individual service plans, intake and discharge, behavior interventions, referrals, and scheduling
- Oversee licensing and grant reporting, working with appropriate staff to ensure that all documentation is current and meets requirements and standards

Required Qualifications

- At least 5 years of supervisory experience
- Great management and people skills
- Exceptional organization and time management skills with attention to detail
- Experience in program development and implementation
- Strong written and verbal communication skills, ability to make sound decisions independently and as part of a team in a fast-paced environment
- Experience managing a budget
- The position is subject to a criminal background check (post-offer)

Desired Qualifications

- Experience working with at-risk and marginalized populations including LGBTQ+ youth and/or youth experiencing homelessness
- Experience and/or training in youth-centered, strengths-based, and trauma-informed care approaches
- Fundraising skills and/or familiarity with fundraising in the non-profit sector preferred



- Ability to demonstrate healthy boundaries, with awareness of personal views, privilege, experiences, and limitations
- Clinical experience a plus

Applications will be reviewed on a rolling basis and interviews will begin immediately.

Ideal start date is July 1, 2022. Questions should be sent to board@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.