



Rancho Feliz

Charitable Foundation, Inc.

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Phoenix, AZ 85016

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JOB ANNOUNCEMENT:

Executive Director, Rancho Feliz Charitable Foundation

Rancho Feliz seeks a dynamic fundraiser and relationship builder to serve as the organization's first paid Executive Director in the organization's 37-year history. The new ED will build on a successful foundation to ensure the future organizational health and prosperity of Rancho Feliz.

ABOUT THE ORGANIZATION

Rancho Feliz seeks to change lives on both sides of the U.S./Mexico border through opportunities for service, cultural exchange and education. Motivated by the philosophy that the best way to improve our own circumstances is to serve others, Rancho Feliz has changed thousands of lives on both sides of the border. The organization operates with a small staff of two out of Phoenix, AZ and a team of partners in Agua Prieta, Sonora, Mexico. The annual budget is approximately \$1.2M with revenue primarily coming from loyal and generous donors and volunteers who are passionate about our work.

ABOUT THE ROLE

The Executive Director is Rancho Feliz's primary fundraiser and relationship builder, ensuring that we have the financial and human resources needed to meet our mission. The ED is also responsible for ensuring effective operations and programming. This position reports directly to the Board of Directors and supervises a small team of staff in the U.S. and in Agua Prieta. In the first year, the ED will develop a strong working relationship with Rancho Feliz's founder to learn, understand and carry forward the history, purpose, values and unique ethos of Rancho Feliz.

KEY RESPONSIBILITIES

1. Drive Fundraising & Revenue Growth

- a) Lead the development and implementation of the annual fundraising plan to support financial sustainability and growth.
- b) Identify, cultivate, solicit, steward, and recognize donors, volunteers and partners.
- c) Deliver compelling communications that increase understanding of Rancho Feliz's mission and motivate support.
- d) Identify new and potential grant opportunities, write proposals and submit timely reports.
- e) Identify other opportunities for revenue generation that aligns with and supports our mission.

2. Provide Strategic Leadership in Partnership with the Board

- a) Collaborate with the Board of Directors to develop and implement a multi-year strategic plan.
- b) Support the growth, development, and diversification of the Board of Directors.
- c) Develop a healthy and productive relationship with the organization's founder.
- d) Provide oversight and leadership to the Mexican partner organization, Vecinos AC.

3. Ensure Effective Operations & Programming

- a) Manage organization within annual operating budget and identify opportunities for investment and efficiency.
- b) Manage staff and volunteers by establishing clear expectations and providing oversight of and guidance around day-to-day operations.
- c) Develop effective systems and processes to strengthen programmatic, fundraising, financial and legal operations.
- d) Maintain a strong sense of teamwork and foster a positive and productive working environment.
- e) Manage conflicts and solve problems.
- f) Identify and mitigate organizational risk.

REQUIRED QUALIFICATIONS, SKILLS & COMPETENCIES

- **5+ years nonprofit leadership and management experience**
- **Demonstrated success in nonprofit fundraising**, utilizing a variety of strategies including major and planned giving, grant writing, direct mail, special events and corporate sponsorship
- **Experience working with volunteers and a nonprofit Board of Directors** to engage and develop diverse personalities and skills to benefit the organization
- **Excellent communicator** (public speaking, presentation, and writing skills)
- Must possess a **valid passport** allowing travel between the U.S. and Mexico

HIGHLY QUALIFIED CANDIDATES WILL ALSO DEMONSTRATE:

- Experience working in an international organization and possessing high cultural competency
- Organization and planning skills
- Exceptional interpersonal skills and emotional intelligence
- Some Spanish language ability

WORK ENVIRONMENT

Hybrid work environment, with time spent in Rancho Feliz's Phoenix office and regular travel required to Agua Prieta, Sonora.

SALARY AND BENEFITS

This is a full-time, paid position. Salary range is \$115,000 - \$125,000 depending on experience. Benefits package available but not currently in place.

APPLICATION PROCESS

1. Interested candidates must apply through the [Indeed website](https://www.indeed.com/job/executive-director-b0657d63812aedfd).
<https://www.indeed.com/job/executive-director-b0657d63812aedfd>
2. Please submit **a resume and cover letter** detailing your interest in Rancho Feliz's mission and relevant experience. Applicants without a cover letter will not be considered. Applicants will be directed to complete two brief online assessments.
3. Applications will be reviewed as they are received. Apply by COB **July 15, 2024** to ensure consideration.
4. Highly qualified candidates will be invited to participate in a screening interview before the end of July, followed by Zoom interviews with the Search Committee in August. Finalists will be invited to a multi-day site visit to Agua Prieta, Sonora to see Rancho Feliz's programs in action during the last weekend of September or the first weekend of October. **We hope to extend an offer to our selected candidate by October 15, 2024 and desire a start date in early November 2024.**

Rancho Feliz is an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment.

Please contact us to request accommodation.