



Santa Fe Dreamers Project (SFDP) is a dynamic, community-based nonprofit organization working toward immigrant justice across New Mexico and in the El Paso, TX–Ciudad Juarez border zone. SFDP provides expert immigration legal services to immigrants and mixed-status families, affords community education, and advocates individually and in coalition with other organizations for systemic changes to our immigration system. Our service model is innovative and collaborative, with an emphasis on client partnership, empowerment, and culturally appropriate services. Our vision is a transformed immigration system rooted in equity, justice and belonging.

### **Executive Director Job Description**

We are seeking a new Executive Director who will continue to develop the organization as a pillar of support to the immigrant community and a welcoming and rewarding place to work, in line with our organizational mission and values. The Executive Director will have overall strategic and operational responsibility for Santa Fe Dreamers Project's staff, programs, expansion, and for the execution of its mission. The Executive Director will work in partnership with the Legal Director, Director of Operations, and the staff at large, and will report to the Board of Directors. The Executive Director is responsible for working collaboratively and transparently in line with the organization's participatory leadership and anti-oppression values, including using tools such as a DARCI matrix and consensus decision-making processes, organizing and participating in committees, and developing and uplifting the shared leadership of all stakeholders in the organization.

### **Location, Travel, and Hybrid Work Policy**

This position can be located in either Santa Fe or Albuquerque, New Mexico. For staff located in Albuquerque, travel to Santa Fe is expected 2-3 times per month on average (potentially more during the legislative session), and travel to El Paso is expected 1-2 times per year. This position may also occasionally require travel to other parts of the state.

Santa Fe Dreamers Project has a hybrid remote work policy. All employees are free to work remotely if they do not have obligations in the office or in other community spaces (clinics, workshops, presentations, court hearings, etc.). Our staff typically works from home 40-80% of the time depending on their job duties, schedules, and personal preferences.

### **Executive Director Job Responsibilities**

- Lead the staff and board in developing an annual budget. Make financial decisions consistent with the budget and organizational fiscal policies. Plan for adequate cash flow to cover operational needs. Provide regular and timely financial statements to the board of directors.



- Manage operational duties including, but not limited to, maintaining relevant insurances, overseeing banking and accounting, ensuring compliance with federal and state reporting and tax requirements, and ensuring compliance with employment laws, regulations, and internal policies.
- Lead fundraising strategy development and efforts, including supporting the board's involvement in fundraising and personally cultivating and soliciting donors.
- Lead and oversee the development of a multi-year strategic plan that reflects the organization's mission, vision, staffing structure, and financial capacity; and then lead the implementation of the strategic plan over the course of the designated time frame.
- Maintain a sustainable staffing level and structure that supports effective delivery of services and accomplishment of major goals as identified by the strategic plan.
- Oversee staff hiring and management processes in line with the organization's existing equity-centered hiring and personnel policies. Implement personnel policies approved by the board, and review and revise policies regularly. Manage the staff performance review process in partnership with supervisory or senior staff members.
- Support the Legal Director in creating and executing legal services programming and strategies consistent with Santa Fe Dreamers Project's mission.
- Ensure the organization's representation in the community in key associations, organizations, coalitions, and advocacy spaces, either through direct participation or by uplifting the leadership of other staff members as appropriate.
- Build and maintain positive relationships with partner organizations, policymakers, and community leaders.
- Comply with all local, state, and federal legal requirements.

**Requirements and Preferred Qualifications:**

- Required:
  - Bilingual English/Spanish, with demonstrated cultural competency working with immigrant communities
  - At least 5 years of relevant professional experience in a combination of nonprofit fundraising and development, administration and social justice-related fields
  - Personal investment in the development of an organizational culture which recognizes and affirms the dignity of each staff member, client, and community partner of Santa Fe Dreamers Project
  - Demonstrated commitment and experience in anti-racism at the individual, organizational, and systemic levels
  - Experience and demonstrated competency working with other diverse populations, including the LGBTQ+ community
  - Ability to work collaboratively in a participative leadership style with staff and board



- Passion for immigrants' rights, the abolition of immigration detention, creative access to legal services, and a holistic service model
- Sense of adventure, deep resilience, and eagerness to meet adversity with creativity
- Preferred:
  - Experience in the immigrant justice movement
  - Experience in nonprofit legal services
  - Experience in management or human resources
  - Education, experience, or training in bookkeeping, finance, or accounting

If you are interested in joining our team but lack any of these specific qualifications, please reach out to us. We expect that no single applicant will meet every qualification, and training and mentorship can be provided for this role. If you are excited about this opportunity but unsure whether you are qualified, please contact Emma O'Sullivan at [emma@santafedreamersproject.org](mailto:emma@santafedreamersproject.org) to discuss your specific situation.

### **Salary and Benefits**

This is a full-time, exempt position. Santa Fe Dreamers Project has a 32-hour, four-day workweek. Our hours are Monday-Thursday 9-5. Santa Fe Dreamers Project has flex time, comp time, and hybrid remote work options to allow employees flexibility and support their work-life balance.

The expected salary range for this position is \$85,000-\$95,000 (\$51.08-\$57.09 per hour based on 32/hrs per week). To promote transparency and reduce internal hierarchy, Santa Fe Dreamers Project uses a standardized pay scale that determines compensation based on a number of factors including professional and lived experience, education, skills, and equity factors. To learn more about our hiring and compensation practices, please email Emma O'Sullivan at [emma@santafedreamersproject.org](mailto:emma@santafedreamersproject.org).

Other employee benefits include:

- Competitive health, vision, and dental insurance: SFDP pays 100% premiums for full-time employees and 75% for dependents
- Life insurance
- 401(k) plan with profit sharing distributions
- Annual professional development stipend
- Generous paid time off, including generous paid sick and vacation leave, all federal holidays, 1 full week for Thanksgiving, 2 full weeks for the December holidays, 8 weeks paid family leave, professional leave, sabbatical, and more.
- SFDP reimburses mental health-related expenses and copays for employees up to \$150 per month.

**SANTA FE  
DREAMERS  
PROJECT**



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- SFDP pays for state bar dues and AILA membership fees for attorneys.

We value diversity in the workplace and strongly encourage applications from people of color, LGBTQI individuals, formerly incarcerated individuals, individuals with disabilities, and members of underrepresented communities.

**How to Apply**

Please send cover letter, resume, and three references to Maria Santos at [maria@santafedreamersproject.org](mailto:maria@santafedreamersproject.org). For best consideration, please submit your application by March 1, 2024.