



## Executive Director Job Description

Summary: The **Executive Director** is a full-time exempt position responsible for ensuring the stability and leading the growth and development of Valley Community Interpreters (VCI), a 501c3 tax-exempt organization, as well as managing the administration of the two program areas: the VCI Academy and the VCI Agency.

- The VCI Academy offers interpreter training multiple times per year and is focused on building an interpreter workforce in New Mexico that is skilled in cross-cultural communications to facilitate understanding between individuals who do not share the same language.
- The VCI Agency offers language services in interpretation (spoken languages) and translation (written language) that can be from on-site, over-the-phone and online interpretation, to document translation and training service provider staff to assist them in becoming familiar with how to use the services.

**Mission:** Valley Community Interpreters (VCI) is committed to increasing language access in health, social, and educational systems in New Mexico. VCI accomplishes this by providing interpreter training and language services that meet national standards to improve the quality of life for Limited English Proficient (LEP) populations.

### KEY ROLES AND RESPONSIBILITIES

The **VCI Executive Director** provides administrative and programmatic direction and support with the two program areas, the VCI Academy and Agency. Responsibilities include:

- Ensures the adherence of VCI programs to its Mission and Vision and ensures the long-term stability of the organization.
- Supports the VCI Academy efforts to build an interpreter workforce by providing guidance to graduates in their path to enter the interpreter profession as well as building professional relationships with VCI Agency clients.
- Works to expand the VCI Agency language service client base, continues to build partnerships with language service partners nationwide and educates communities, service providers and decision-makers on the importance of language access.
- Continues to build and expand a network of collaboration with local organizations and government agencies that can support language access in New Mexico.
- Nurtures and expands relationships with funders, develops and oversees proposals, grant writing & fundraising activities



## ORGANIZATIONAL RESPONSIBILITIES

- Work with the VCI Board to ensure the organizational, financial and administrative success of the organization. Manages the compliance of all 501(c)(3) requirements
- Acts as the front-facing leader of the organization in all public spaces; promotes the Mission and Vision of VCI
- Hire, train, supervise, support and evaluate VCI staff and contractors; ensures compliance with all HR policies, procedures and requirements
- Implement the organization's strategic plan and the fundraising development plan
- Work with the VCI financial support team including the bookkeeper and CPA to ensure the financial stability of the organization
- Oversees all activities of the VCI Academy including managing the successful delivery of trainings, ensuring a smooth registration process, overseeing record management, working closely with contract trainers and any other necessary activities that support the success of the Academy
- Supervise the day-to-day operations of the VCI Agency, that will include maintaining office daily procedures, language services database, hardcopy files and records for invoicing while providing effective follow up and fast response to the VCI Agency clients' service requests in all service areas: on-site interpretation, telephonic interpretation, written translation and language testing

## REQUIRED QUALIFICATIONS

- Understands the language services industry and the needs of the Limited English Proficient (LEP) communities VCI serves.
- Demonstrated commitment to developing a deeper understanding of communities and organizations in New Mexico and their unique language access needs.
- Holds a bachelor's degree in management, business administration, related fields or equivalent.
- Minimum of three (3) years leadership experience
- Process-oriented and strong collaborator
- Self-starter with the ability to execute projects in a timely manner
- Well-versed with technology and software programs including but not limited to: Microsoft Office (e.g., Word, Excel, Outlook, Power Point), Adobe Acrobat, web research, Google Forms, Google Workspace

## PREFERRED QUALIFICATIONS

- Interpreter experience
- Bilingual English and Spanish fluency
- Instruction of interpretation/ language access workshops as needed
- Familiarity of New Mexico based community service organizations desired



Valley Community Interpreters  
*Intérpretes Comunitarios del Valle*

---

- Experienced in grant writing with a strong track record in successful grant and funding development

**Annual Salary: \$75,000 - \$85,000 based on experience and education. VCI offers additional benefits to support all staff.**

**How to Apply:**

Please submit resume and cover letter telling us why you are a great fit for the position to [manager@vcinm.org](mailto:manager@vcinm.org). No phone calls please.

For more information, please visit our website at <https://vcinm.org/about-us/job-openings/>