

Job Posting

JOB TITLE EXECUTIVE DIRECTOR

**SALARY &
QUALIFICATIONS**

Salary Range	Required Qualifications
\$115,000 - \$145,000	10 years direct experience, Bachelor's degree* in a related field, Master's degree preferred
<i>*A degree is required for this position; experience cannot be substituted for a degree.</i>	

CLASSIFICATION Full Time, Salary Exempt

LOCATION Santa Fe, New Mexico

SUMMARY The Executive Director serves as the chief executive and administrative officer of the District responsible for the daily operations and management of District programs and execution of the directions and policies of the Board of Directors.

Duties	Percent of total
Administration – Responsible for development of the annual budget and all associated financial management; managing financial resources including increasing external funding, maintaining fiscal stability, and improving fiscal efficiency; oversight of contract management and compliance; development and execution of policies and procedures and effective management of human resources.	50%
District Development - Build effective relationships with state and federal agencies as well as partnerships with other organizations to advance the mission of the District and solutions to regional issues; communicate with member governments and businesses and residents of the District to identify regional initiatives and solutions; expand and diversify services that support and benefit the common interests of the member governments and/or the residents of the District.	30%
Leadership– Increase the District's relevancy through participation in regional and statewide initiatives beneficial to the member governments; elevate the district's role as a convener/collaborator through opportunities to bring entities together to address common challenges.	20%

EXAMPLES OF WORK PERFORMED

The Executive Director performs such administrative, supervisory, and public duties and tasks as are required and delegated by the Board of Directors to ensure the optimum functioning and integrity of the District.

- Provides reports to the Board of Directors on matters of program, finance, and policy, provides professional advice on issues of concern to the Board and gives recommendations on positions

- and actions the Board may take
- Identifies, implements, or pursues, and maintains programs, projects and other initiatives that advance the mission of the District and the collaborative interests of the region and its member governments
 - Ensures preparation, presentation and Board approval of the annual budget and revisions and amendments as needed and appropriate
 - Ensures competent and accountable management of the financial resources represented in the budget
 - Responsible for development and implementation of the District's strategic plan
 - Provides for District stability, continuity, and capacity through ensuring that adequate funding is secured to meet objectives and plans, as well as to support the human and other resource utilization necessary to their achievement
 - Builds and maintains working relationships with a variety of federal, state, and other funding agencies to ensure that the District is up-to-date on funding opportunities
 - Identifies potential funding opportunities and directs staff to pursue them accordingly
 - Provides for the orderly management of all grants, contracts, and agreements in which the District is a party and ensures compliance with all conditions, terms, and other requirements
 - Provides for the preparation, updating, and implementation of the personnel policies in a manner that is consistent with state and federal law and ensures their proper review and adoption by the Board of Directors
 - Provides for and serves as ultimate decision-maker on employee hiring, disciplinary action, and termination
 - Represents the District in external associations and events as appropriate to the District's best interests, professional networking, and public reputation; in particular, provides for appropriate representation in activities of the New Mexico Association of Regional Councils (NewMARC) and the National Association of Development Organizations (NADO)
 - Provides for and ensures effective working relationships with executive and legislative agencies of state and federal government as appropriate to the interests of the District and its constituent members
 - Provides for and ensures the maintenance and expansion of partnerships and other working relationships with governmental, nonprofit, and private sector entities both within and outside the District, as appropriate to the fulfillment of the NCNMEDD mission
 - Provides for communicating the mission, activities, and accomplishments of the District to its customers and to the public
 - Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing professional networks, and participating in professional organizations and events
 - Other duties as assigned by the Board of Directors or necessary to meet the goals and objectives of NCNMEDD

SKILLS REQUIRED

Specific to Position

- Proven ability to lead teams and organizations; to articulate and obtain commitment to organizational mission; to inspire effort in the pursuit of professional excellence; to provide structure, direction and resources as needed to achieve organizational objectives; and to delegate and coordinate staff activity appropriate to their accomplishment

- Financial management skills and capacity to manage a multi-million dollar budget
- Ability to build and sustain constructive and cooperative working relationships; good public relations skills, including appropriate discourse with a diverse range of contacts, clients and citizens; positive and constructive attitude; flexible and adaptable personality; mature approach to conflict resolution; ability to work with, facilitate and lead meetings, groups, teams and committees; ability to make public presentations with confidence, effectiveness, and appropriate adaptability to different audiences
- Community leadership ability, and documented experience in economic development, aging and long term care services, infrastructure planning and development, and/or strategic planning
- Strong goal orientation; commitment to meet high professional standards; ability and willingness to take risks and seek innovative responses to the region's development challenges; ongoing professional interest in the work of regional and community development
- Ability to read, comprehend and evaluate a wide range of professional materials; ability to analyze situations and problems and to work systematically toward solutions and responses; ability to interpret, discuss and act upon information across a range of topics and applications
- Ability to take general direction from the Board of Directors and to pursue tasks and objectives independently of close oversight; ability to show initiative in solving problems and seeking solutions using resources from a variety of sources
- Ability to organize people, projects, schedules, activities, materials, and information in an efficient and productive manner
- Sound working knowledge of federal, state, and local government requirements and processes including documented experience in government contracting and intergovernmental cooperation, the specific structures and players in the State of New Mexico, and the role of regional councils in achieving public objectives; past leadership experience within regional councils or similar organizations is strongly preferred
- Working knowledge and professional experience within the District and/or the State of New Mexico, including working in multicultural situations, is preferred, but not required
- Possession of or ability to obtain a valid New Mexico driver's license

General

- Proficient in Microsoft Word, Excel, Power Point, e-mail, Internet, and database administration
- Ability to accurately interpret, analyze, summarize, and compile data
- Ability to make good, sound judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demands
- Application of problem-solving techniques
- Ability to independently plan and organize projects
- Experience with budgeting principles and practices
- Excellent verbal and written communication skills
- Maintains effective working relationships with NCNMEDD staff, partner organizations, and consumers
- Demonstrates behavior that maintains the organization credibility, integrity, and positive image in the community

SUPERVISORY RESPONSIBILITIES

The Executive Director is responsible for all hiring and termination actions; provides general supervision of all personnel; supervises Directors and/or Managers and other staff as needed/defined.

TRAVEL

This position requires travel throughout New Mexico and for professional development. A valid driver's license is required.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

Standard training for all employees will be applied to this position as well as any training deemed beneficial by the Board of Directors.

DECISION-MAKING

This position requires the use of discretion and independent judgment with respect to matters of significance for the agency and consumers, as well as typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

Reports to the Executive Committee and interacts with NCNMEDD employees and contractors; local, state, and federal agencies; state and local elected officials, state, and local elected officials; the public; and non-profit, private, and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of public health, safety, and welfare. As an employee and representative NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS

- Salary will vary based on education and experience.
- Position will be open until filled.
- NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement.
- Quality benefits package includes medical, dental, retirement and paid time off.
- Candidate selected for full-time employment must successfully complete all pre-employment screening and requirements (drug test and background check) prior to commencing employment.
- General questions about the position will be accepted via email to Danika Padilla, Assistant Director, at danikap@ncnmedd.com. If you would like to discuss the position with the current Executive Director, please request that in your email to Ms. Padilla.
- A selection committee consisting of members of the board of directors will review applications and references on a rolling basis.

HOW TO APPLY

- To apply, please send the following to NCNMEDD@NCNMEDD.com:
 - A full-career resume and cover letter with requested salary explaining the applicant's interest in the position.
 - List a minimum of three **professional** references, preferably supervisors. Personal references will not be accepted.
- Incomplete applications or applications that do not follow these instructions may be rejected at the discretion of NCNMEDD.