

NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT EXECUTIVE DIRECTOR

North Central New Mexico Economic Development District (NCNMEDD) is an association of local governments in the eight-county north central region. NCNMEDD's members include the counties of Colfax, Los Alamos, Mora, Rio Arriba, San Miguel, Sandoval, Santa Fe and Taos. Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic, operational and administrative responsibility for NCNMEDD's staff, programs, expansion and execution of its mission. Executive Director will develop deep knowledge of District partners, core programs and operations, while working collaboratively with State and Federal agencies.

GENERAL RESPONSIBILITIES

Board Governance

Works with Board of Directors to fulfill NCNMEDD's mission.

Develop, maintain and support a strong Board of Directors, serve as ex-officio of each committee, seek and build board involvement with strategic direction for ongoing local, regional and state operations.

Report to, and work closely with, the Board of Directors to ensure their involvement in policy decisions and increase the overall visibility of NCNMEDD throughout the State.

Responsible for leading NCNMEDD in a manner that supports and guides NCNMEDD's mission as defined by the Board of Directors.

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Oversee organization of Board and committee meetings.

Other duties as assigned by the Board of Directors.

Financial Performance and Viability

Planning and operation of annual budget.

Develops resources sufficient to ensure the financial health of the organization.

Responsible for the fiscal integrity of NCNMEDD, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.

Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position.

Organization Mission and Strategy

Works with Board and staff to ensure the mission is fulfilled through programs, strategic planning and community outreach.

Responsible for implementation of NCNMEDD's programs that carry out the organization's mission.

Serving as NCNMEDD's primary spokesperson to the organization's constituents, the media and the general public.

Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance NCNMEDD's Mission.

Responsible for strategic planning to ensure that NCNMEDD can successfully fulfill its mission into the future.

Responsible for the enhancement of NCNMEDD's image by being active and visible in the community and by working closely with other government, professional, civic and private organizations.

Organization Operations

Ensure ongoing local programmatic excellence, rigorous program evaluation and consistent quality of finance and administration, fundraising, communications and systems; recommend timelines and resources needed to achieve strategic goals.

Ensure effective systems to track progress and regularly evaluate program components, as to measure successes that can be effectively communicated to the board, funders and other partners.

Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

Responsible effective administration of NCNMEDD operations.

Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of NCNMEDD. Responsible for the hiring and retention of competent, qualified staff.

Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Demonstrated past success working with a Board of Directors, with the ability to cultivate existing board member relationships.

Actively engage and energize NCNMEDD staff, volunteers, board members, event committees, partnering organizations, grantors and funders.

Review and approve contracts for services.

Professional Qualifications

A bachelor's degree (Minimum), Advanced degree (Preferred)

Transparent and high integrity leadership.

Five or more years senior management experience.

Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.

Strong organizational abilities, including planning, delegating, program development and task facilitation.

Ability to convey a vision of NCNMEDD's strategic future to Board, staff, volunteers and partners

Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills. (Bilingual Preferred)

Demonstrated ability to oversee and collaborate with staff.

Strong public speaking skills.

Salary

\$90,000-\$105,000 Commensurate with experience and other qualifications. Quality benefits package includes medical, dental, retirement and paid time off.

Candidate selected for employment must successfully complete all pre-employment requirements prior to commencing employment.

Complete NCNMEDD Employment Application online on NCNMEDD website at www.ncnmedd.com, E-mail Letter of Interest, Résumé and three (3) letters of reference (current within one (1) year) to Thomas A. García, Interim Executive Director at ncnmedd@ncnmedd.com or mail application documents to:

North Central New Mexico Economic Development District

Attn: Thomas A. García, Interim Executive Director

3900 Paseo del Sol

Santa Fe Business Incubator

Santa Fe, New Mexico 87507

Application Deadline: Until Filled