Position Description: Executive Director

**Job Classification:** Full time, benefits, salaried, exempt

**Location:** Statewide and regional work – based in Albuquerque, New Mexico

**Reports to:** Board of Directors, New Mexico Association of Grantmakers

The *New Mexico Association of Grantmakers (NMAG)* is a dynamic membership organization that brings philanthropic and social sector organizations together to build healthy, thriving, equity-driven communities throughout New Mexico. NMAG works to strengthen the ties between philanthropy and its many stakeholders, including nonprofit organizations, government, business, media, consultants, academia, and the public at large.

NMAG seeks an Executive Director to oversee all facets of the organization’s operations and mission fulfillment. The Executive Director will work closely with the staff and board to set the organization’s long-term vision and develop strategies, programming, and initiatives to meet short- and long-range goals. The Executive Director will serve as high profile spokesperson for the organization and for the sector, tracking opportunities to advance the field in our state, and serving as an advocate for the interests of the sector as it seeks to benefit the geographically and culturally diverse communities of New Mexico.

The successful candidate should demonstrate relevant experience in the philanthropic and social sector, including coalition-building, organizational development, board management, staff oversight, program development and implementation, strategic planning and revenue generation. Direct experience in New Mexico is beneficial, but not required. Direct experience in working alongside socially, culturally, and economically diverse communities is essential. An understanding of the fundamentals of power dynamics and equity is preferred.

This is a unique opportunity to lead an organization at a pivotal point in its development. The New Mexico Association of Grantmakers is an innovative, visionary organization with an established reputation for organizing and advocating on behalf of the sector. NMAG is expanding its scope and reach, including a leadership role with the New Mexico Impact Investing Collaborative, Center for Nonprofit Excellence, and the New Mexico Collaborative Zone Grant. Strategic leadership during the organization’s next growth phase is essential.

**Application Process:**
Candidates should submit a resume and one-page cover letter and three professional references via email in one PDF to cathyfrey@nmag.org no later May 15, 2020. For questions, contact Annmarie McLaughlin, Board Chair amclaughlin@santfecf.org. The New Mexico Association of Grantmakers is an equal opportunity employer and seeks diversity with respect to race, ethnic culture, gender, age, sexual orientation, and physical abilities.

Salary range: $100,000 - $120,000 commensurate with experience.
Essential Duties and Responsibilities

- Responsible for external and internal organizational leadership to ensure the organization meets its purpose and goals. Communicates vision, goals, and plans to Board members, staff, members and other constituents. Implements all board-approved and directed policies as well as the annual work plan.
- Responsible for partnering with the Board of Directors to set clear organizational goals and support board development including recruitment, onboarding, and retention. Ensures smooth operation of all Board and committee meetings, all board events, and clear and complete communication with members of the board.
- Responsible for overseeing and supporting staff members, contracted consultants, and volunteers in implementing programs to support the mission.
- Develops and guides the implementation of a resource development (fundraising) strategy to obtain resources needed to effectively carry out the organization’s goals and to meet the budget annually.
- Fosters strong member relations, provides direction to, and participates in member recruitment and retention efforts.
- Represents the organization to funders, media, policy makers, the public and other philanthropy infrastructure groups as needed.
- Provides leadership and oversight to all program functions and operations. Uses best practices of accountability, priority setting, inclusiveness, and delegation, and empowers staff to maximize their performance.
- Builds the image of the organization and markets it as a statewide leader in representing funders, nonprofit partners, other stakeholders, and an evolving statewide network of nonprofit capacity builders.
- Cultivates relationships and develops collaborations and partnerships to build awareness of and advance the work of the organization.
- Maintains timely and thorough knowledge of the fields of philanthropy, nonprofit capacity building, and the broader social sector.
- Assures that the organization adheres to all applicable laws, regulations, legal and financial reporting obligations.

In relationship to the social sector, responsibilities include:

- Develop public relations activities that inform and inspire the public or communities about the sector.
- Understand the dynamics of local and national political landscapes and represent the interests of members and the broader social sector in the policy arena.
- Serve as a media or other professional resource regarding sector concerns using research on local, state and national philanthropic issues.
- Convene the sector and stakeholders on issues of local, state, and national interest.
- Create and give presentations on the sector to diverse community and private and public sector groups.
- Create and deliver programming to diverse groups in order to build organizational competencies and effective collaborations.
- Actively engage and participate with national sector-serving organizations and participate in national discussions.

In relationship to the NMAG Board, responsibilities include:

- Work with the board Chair to set the agenda for regular board meetings.
• Create and manage an annual budget that will be reviewed and approved by the board.
• Ensure board meetings and their logistics are planned and well-managed.
• Meet regularly with board members individually and collectively to drive adoption and execution of board initiatives.
• Ensure NMAG’s various board committees are well-supported, and either personally serve or assign another staff member to serve as a staff liaison for each committee.
• Provide information and metrics to measure performance to assist the board in evaluating the performance of the Executive Director.
• Be responsible for the execution and fulfillment of decisions made by the board.
• Oversee all financial management, including budgeting, financial reporting, external auditing, accounting, payroll, etc. in a manner that appropriately engages the board and ensures their satisfaction with regard to their fiduciary oversight.
• Serve as an ex-officio, non-voting member of the Board of Directors.
• Work with the board to identify and recruit a strategically diverse pool of board directors.

In relationship to our members, responsibilities include:

• Cultivate personal relationships with members throughout the region to promote their active engagement in NMAG’s member network and programs.
• Seek opportunities to create collaborative programs and other offerings with our peer organizations.
• Ensure members receive accurate and timely communications, opportunities to interact with other members, resources they need to be successful, and prompt, high-quality service from NMAG staff.
• Respond to and anticipate member needs and identifying opportunities and developing products and services that address those needs.
• Actively recruit new members, ensure an organization-wide membership recruitment and retention plan is in place, and executed.
• Continuously seek to enhance member benefits and ensure that membership dues and benefits are competitive and offer members great value.
• Help ensure that NMAG has a diverse and inclusive membership.

In relationship to other funders, donors, contractors, contributors, responsibilities include:

• Ensure the organization’s sustainability through an annual fund development and diversified business plan, with a clear understanding of the fundraising, programs and service delivery needs of the organization, is shared with the board and managed by the staff.
• Develop healthy, long-term relationships with donors and other investors, ensuring they receive full communication and any information they need to continue to support our work.
• Participate in and oversee the development of grant applications and professional service contracts to support the organization’s work.

In relationship to staff or other contract professionals, responsibilities include:

• Serve as a mission leader to the staff, working to inspire them to rally behind our mission and vision.
• Within budget parameters, manage day-to-day operations and all NMAG staff, including ensuring appropriate levels of staffing.
• Regularly evaluate staff performance, both individually and collectively.
• Support the staff’s professional development needs.
• Cultivate a healthy, respectful, and diverse work environment and culture.
• Ensure the organization has appropriate systems, tools, technology, processes, and policies required according to leading practices.
• Oversee contracted professional staff to assure that contract obligations are met.

Qualifications:
• Master’s degree or equivalent in nonprofit management, philanthropy, social work, public policy, business, or a related field is preferred.
• 5-10 years of experience, with increasing management and financial responsibilities in a multi-dimensional and stakeholder-focused organization.
• Strong knowledge of the nonprofit sector generally and the field of philanthropy specifically; New Mexico-specific knowledge is valuable.
• Familiarity with tracking and analyzing public policy and advocacy efforts.
• Demonstrated ability to provide leadership both internally and externally.
• Demonstrated ability to provide vision and think strategically and creatively.
• Demonstrated ability to oversee resource generation and organizational sustainability.
• Experience supporting a board of directors.
• Experience supporting a professional staff.
• Experience in engaging with contractors and volunteers.
• Excellent written and verbal communications.
• Excellent and culturally appropriate interpersonal skills.