
Job Announcement

Executive Director

New Mexico Voices for Children, the state's leading research-based advocacy organization for New Mexico's children and families, is seeking an executive director.



Role

The Executive Director: serves as New Mexico Voices for Children's primary leader and principal spokesperson; directs the work of the organization through strategic planning and oversight of program development and implementation, public policy development, fundraising, communications, management of staff, and day-to-day operations; upholds and nurtures a workplace culture that centers belonging and well-being; and ensures NM Voices' human and financial resources are utilized to fulfill the organization's mission. The Executive Director shall advocate and pursue the policy agenda items approved by the Board of Directors in a nonpartisan manner with a focus on the best outcomes for New Mexico.

NM Voices has a unique and deeply held workplace culture that centers employee wellness and equity, an inclusive team-based approach, and mutual respect and trust built of honest, open, and non-judgmental communication. We believe in celebrating our wins and learning from our losses. While we know our sum is greater than our parts, we understand that our overall strength is a product of the unique and individual strengths of each part and that we work best when we work together. The strength and depth of our inclusive work culture is largely underpinned by our long-time commitment to engaging in racial and gender equity work. This commitment reflects not only the external focus of our work, but also a recognition that the personal and interpersonal work of examining power, privilege, and issues of identity as a team builds trust and makes us more effective. We carry these workplace cultural beliefs into our coalition work with other organizations and in how we advocate for policy change. We work from home/office on a hybrid basis.

Core Competencies

The successful candidate will bring the following core competencies:

- Strong aptitude for building and sustaining meaningful relationships with key stakeholders, funders, policymakers, and partner organizations;
- A commitment to and understanding of cultivating and maintaining a healthful, inclusive, empathetic, equity-centered workplace culture;
- Deep understanding of New Mexico's complex policy landscape, including but not limited to legislative and lawmaking processes, policymaker dynamics, political environment, nonprofit partner and coalition dynamics, and communications and media landscapes;
- Excellent public speaking, media interview, and communications skills;
- Experience in developing and implementing strategic plans;
- Excellent understanding of fundraising, including cultivation and stewardship specifically of charitable foundation relationships and funds, grant acquisition and maintenance, and building individual donor relationships;
- Mastery of nonprofit management with specific attention towards finance and regulation;
- Knowledge of and experience with board development and operation best practices; and
- Ability to skillfully supervise and support a team of high performing and engaged staff (includes guiding the team in their professional development).

Essential Functions & Responsibilities

The following statements are essential functions of this position and not intended to be all-inclusive; rather, they are intended to describe the general nature and level of work to be performed. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the employee, and an employee may be directed to perform other reasonably related job duties and responsibilities. New Mexico Voices for Children (NM Voices) Board of Directors reserves the right to revise or change the job duties and responsibilities as the need arises, based on business need, and this Job Description may be updated accordingly. This Job Description does not constitute a written or implied contract of employment.

Public Policy:

Facilitates and directs the identification of the organization's public policy priorities including developing and advancing NM Voices' annual legislative agenda. Builds and maintains relationships with legislators, including leading on and fostering policymaker education on all policy issues. Conducts and leads policy staff in navigating a complex legislative landscape, exercising diplomacy, discernment, and nimbleness in making progress on the organizations' policy goals. Remains informed through reading, research, and conferences about current trends in areas such as tax and budget, early childhood, economic justice, K-12 education, criminal justice, higher education, environmental, and health policy, as well as state, national, and local political trends, and about the activities of our peer child advocacy organizations. Ensures the professional development and growth of expertise among policy staff.

Relationship Building & Stewardship:

Builds and maintains relationships with legislators and other key decision-makers, stakeholders, coalitions, and partner organizations. Holds a steady focus on the importance of movement building towards transformative policy and systems change, and cultivates relationships accordingly, with an eye always towards ensuring underrepresented

communities are centered. Represents the organization in relevant national and statewide groups, coalitions, and networks tasked with making recommendations regarding strategies to improve the health and well-being of children.

Policy Team Program Development:

Oversees the development and implementation of programs in the core strategic areas of NM Voices' work. Conceptualizes new programs and policy areas alongside the policy team, and/or revises existing programs to ensure alignment with the organization's strategic plan, public policy priorities, funding needs, and emerging opportunities.

Public & Community Relations:

Acts as principal spokesperson for NM Voices. Maintains regular contact with relevant community organizations, policymakers, media, and other key constituencies. Builds support for and the profile and reputation of NM Voices through public communications including presentations to partners, the public, and policymakers; TV, radio, and newspaper interviews and appearances; conference and meeting attendance and speaking engagements; authorship and signing of public statements; and regular external facing communications.

Organizational Culture:

Acts to uphold and nurture a workplace culture that centers employee wellness and equity, an inclusive team-based approach, and mutual respect and trust built of effective communication. Ensures organizational policy and practices are upheld and amended as necessary in service to equity and well-being for staff. Encourages and supports an organization-wide commitment and practice to engaging in equity work on an internal basis and externally with partners and stakeholders. Ensures workplace culture is supportive and safe for multiple identities and groups.

Fundraising:

Works with Director of Operations & Organizational Development and Grants Manager to ensure strategic cultivation and stewardship of organization's financial health by direct fundraising from foundations and individuals, and through special events. Acts as key spokesperson with foundational partners and ensures support for building capacity of development and policy staff to write and steward grants, create efficient systems for grants management and compliance, and to build relationships with foundational program officers and individual donors.

Strategic Planning:

Supports the Board's strategic planning function and facilitates the development and implementation of the organization's strategic plan. Exhibits forward-looking leadership that anticipates and prepares for the organization's future needs and emerging opportunities.

Financial & Audit Management:

Reports to and supports the Board's financial and audit committees, develops and maintains the organization's budget, directs the financial investments and allocations of the organization's financial resources, regularly reviews and assesses organization's financial statements, works with accountant to ensure accuracy of organizational financial statements, presents the financial statements to the Board, and with the Director of Operations & Organizational Effectiveness, oversees management of the organization's financial affairs including grant administration and ensuring the accuracy and timeliness of accounting, annual independent audits, and IRS 990 preparation. Ensures financial resources are utilized to fulfill the organization's mission and that any donor restrictions placed on funds are carefully observed.

Board Engagement & Development:

Serves as primary staff contact to the Board engaging and advising the Board's leadership of challenges, concerns, projects, new ideas, pressing needs, and/or other issues. Communicates regularly with the full board regarding the organization's progress towards its goals, emerging opportunities, and/or any potential controversy. Works closely

with Board leadership and relevant staff to support the coordination of Board meetings and retreats. Utilizes the skills and resources of the Board effectively and provides proactive policy recommendations to the Board.

Human Resources:

With the Director of Operations & Organizational Effectiveness, oversees management of the organization's human resources including ensuring compliance with all applicable state and federal laws and adherence to the organization's policies and procedures. Ensures maintenance of an effective process for monitoring and assessing the well-being and performance of staff. Resolves concerns and/or grievances and informs the board's leadership, as appropriate. Hires and retains staff/consultants appropriate to the needs of the organization. Oversees management of all contractors/consultants, both program-related and vendor-related, with an eye towards discerning best use of organizational resources to maximize mission impact.

Core NMVC Values, Behaviors & Competencies

As a requirement of their employment, all NMVC employees are expected and required to support and demonstrate NMVC's core values and behaviors, and to perform the essential functions and elements of this position competently. Employees are expected to demonstrate these values and behaviors through their behavior and performance throughout the course of the introductory period of employment and continuing throughout employment with NMVC. The values, behaviors, and competencies that need to be demonstrated by all NMVC employees include but are not limited to:

- **Mission Driver:** Supports NMVC's vision, mission, children's charter, and core values in daily work setting.
- **Quality/Compliance:** Achieves a standard of excellence with our work processes and outcomes, honors NMVC policies and all regulatory requirements.
- **Customer/Client Focus:** Strives for high external and internal customer/client satisfaction, goes out of our way to be helpful and pleasant, making it as easy as possible on the customer/client, rather than on self, department, or organization.
- **Clear Communication:** Expresses oneself clearly and effectively when speaking and writing to individuals and groups; listens attentively and ensures all parties involved understand communication; responds in a timely manner using appropriate communication methods.
- **Interpersonal Skills:** Interacts effectively with others using discretion, empathy, and self-regulation when working toward resolution of divergent interests; recognizes and appreciates the quirky or unusual traits of others.
- **Professional Expertise:** Achieves a proficient level of ability or knowledge in job-related areas; continues to grow with the changing requirements of the job, and maintains an awareness and application of policies, procedures, and objectives in one's effort.
- **Adaptability:** Adjusts to changing circumstances by altering attitudes and behaviors; displays resilience

and flexibility in response to setbacks and stressful situations with energy and optimism.

- **Collegiality:** Is helpful, respectful, approachable, and team-oriented; builds strong working relationships and a positive work environment.
- **Team Player:** Works collaboratively with others in the organization, working well with diverse groups of people, and gaining and maintaining respect of others, both inside and outside NMVC.
- **Initiative:** Takes action to influence events, meets deadlines, generates ideas for improvement, takes advantage of opportunities, following through on assignments, and does not wait to be told what to do next.
- **Efficiency & Continuous Improvement:** Plans ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things.
- **Coachability:** Is receptive to feedback, willing to learn, embracing continuous improvement in personal and professional growth and development, performance, and productivity.
- **Decision Making:** Uses sound judgment to make good decisions based on information gathered and considers all pertinent facts and alternatives before deciding; commits to decision.
- **Performance Standards:** Sets and maintains high performance standards; pays close attention to detail, accuracy, and completeness and follows up on work outputs.
- **Problem Solving:** Analyzes problem by gathering and organizing all relevant information; identifies cause and effect relationships and comes up with the best solution.
- **Integrity:** Shares complete and accurate information; maintains confidentiality and meets own commitments and adheres to organizational policies and procedures.
- **Motivation:** Displays energy and enthusiasm, commits additional effort, and maintains a high level of productivity and self-direction.

About NM Voices for Children

NM Voices was founded in 1987 by pediatricians who wanted to change the root causes of poor child well-being – causes like poverty, inadequate nutrition, violence, pollution, and homelessness. They knew that such entrenched problems would only be solved by changing the systems that perpetuated them. These systems include underfunded schools, the prevalence of low-wage jobs, wage theft by unscrupulous employers, unchecked predatory lending, substandard housing, and the criminalization of drug use, among others. Changing these systems requires educating lawmakers and other leaders about the problems and their solutions, and then holding them accountable.

Thirty-plus years later, this nonprofit, nonpartisan, statewide advocacy organization still works to create systems-level sustainable change to improve the status, well-being, and racial and ethnic equity of New Mexico's children, families, and communities. Our work is categorized under three

main pillars – family economic security; cradle-to-career education; and health care and healthy communities – all with a unique focus on the state's tax and budget policies. We look at every issue through a lens of racial/ethnic and gender equity.

We work with state and national lawmakers and officials to help shape and implement public policies to improve opportunities and outcomes for hard-working families and their children. Because we believe in evidence-based advocacy, we conduct rigorous research and data analysis. NM Voices is the only nonprofit child advocacy organization in the state focused on examining tax and budget policy issues specific to the needs of workers earning low wages, under-resourced families, and communities of color.

We work in coalition with other New Mexico advocacy groups, as well as unions and grassroots organizers.

To Apply

Please send a letter of interest and resumé to Barbara Mike at bmike@nmvoices.org

Please contact info@nmvoices.org with additional questions about the position.

This announcement will be posted until the position is filled. Combinations of academic, professional, and technical training in addition to work experience will be considered. NM Voices offers competitive salaries, excellent benefits, paid vacation, and a working environment that centers staff well-being.

NM Voices for Children is an equal opportunity employer and is committed to the recruitment and retention of individuals of underrepresented groups, including women, people of color, immigrants, individuals who have disabilities, are multilingual, multicultural, and members of the LGBTQI communities.

New Mexico Voices for Children

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