
Job Announcement

Chief Legislative Officer



New Mexico Voices for Children, the state’s leading research-based advocacy organization for New Mexico’s children and families, is seeking a Chief Legislative Officer (CLO) to develop and execute NM Voices’ strategic vision and goals, policy and legislative strategies.

About the Job

Job Title: Chief Legislative Officer

Classification: Exempt

Salary Range: \$85,000-\$95,000 DOE

Department: Executive Leadership, Policy & Advocacy

Reports to: Executive Director

Supervisory Role: Yes

Application Period: On a rolling basis, priority given to applicants who apply before December 15, 2024

Qualifications

- Bachelor’s degree in Public Policy, Political Science, Public Administration, or a related field (Master’s preferred).
- Minimum of 7 years of experience in legislative affairs or policy development, with a focus on strategic advocacy and stakeholder engagement.
- Demonstrated expertise in legislative analysis, policy formulation, and advocacy strategies.
- Proven track record in building coalitions and collaborating with diverse stakeholders, including government agencies and community organizations.
- Exceptional written and verbal communication skills, with experience in preparing policy briefs, reports, and presentations for various audiences.

Physical Requirements

- Ability to sit or stand for extended periods.
- Occasional lifting of up to 25 pounds for event setup.

Work Environment

- Primarily an office setting, with local, state-wide, and national travel for meetings, events, and site visits.

Position Summary

Under general supervision by the Executive Director, the CLO serves as a core member of the executive leadership team. The CLO works to advance the mission of NM Voices for Children by influencing public policy and stewarding organizational relationships with government officials, legislators, and other stakeholders to advocate for policies that support the organization’s goals. This position oversees the policy team and plays a critical role in setting the direction of the policy and research agenda in collaboration with the Executive Director and the NM Voices policy team. The CLO helps to guide the organization where decision-making is shared across teams, and where independence, openness, and teamwork are encouraged.

The CLO works with the senior leadership team to improve cross-team and cross-functional collaboration to enhance planning, tracking, policy impact, and team cohesion. The CLO builds internal consensus among staff and oversees the implementation of policy advocacy strategies, including delegating tasks, assigning and attending strategic lawmaker meetings, coordinating policy team testimony, and reviewing committee reports during the legislative interim. The CLO is also responsible for leading the policy team in tracking and assessing the state budget and other legislation ahead of and during the legislative session. In addition, the CLO plays a key role in fostering research-driven policy advocacy. This includes

maintaining a comprehensive research publication calendar, which outlines key timelines for research outputs and public statements that support advocacy efforts. The CLO ensures that the organization's research is timely, relevant, and effectively integrated into policy strategies. They will also keep current on trends in research and public policy that affect the health and well-being of children, facilitating learning and discussion among team members to apply these trends to strategy and tactics. This research calendar serves as a tool to ensure that critical data and policy analysis are leveraged to inform legislative actions and support the organization's policy objectives.

Core Competencies

- Strong understanding of the New Mexico legislative, budget, and administrative processes.
- Strong commitment to improving opportunities and equity for children and families.
- Strong facilitation skills and demonstrated commitment to collaborative processes to set and meet organizational goals.
- Strong leadership skills in managing project-based multi-disciplinary teams.
- Ability to build and maintain relationships with diverse stakeholders.
- Strong analytical and strategic thinking and planning skills.
- Ability to work independently and as part of a team.
- Knowledge of organizational policy priorities and principles.
- Competency in designing methods for research and analysis.
- Ability to proactively identify issues and analyze data to make policy recommendations.
- Thorough knowledge of New Mexico legislative procedural processes, enabling effective navigation of the legislative landscape and fostering productive relationships with lawmakers and key stakeholders.
- Excellent written and oral communication skills.
- Ability to communicate organizational priorities across a wide range of audiences.
- Excellent communication and interpersonal skills.
- Ongoing commitment to anti-racism and an understanding of its relevance in the policy landscape in New Mexico.
- Capacity and desire to uphold an inclusive, care-oriented, equity-centered workplace culture.

Essential Functions, Duties and 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 (NMVC) 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.

Policy Vision & Strategy

- Facilitate regular strategy and planning meetings with the policy team to align goals and strategies and work plans.
- Lead the policy team through intentional decision-making processes, guiding the strategic direction and improving cross-functional work for policy impact.

- Collaborate with the Executive Director and Deputy Policy Directors to synthesize policy team learning and insight against organizational mission and strategic plan to develop and execute strategic vision and goals.
- Oversee policy strategy implementation by scheduling, assigning, and attending meetings with lawmakers and delegating tasks amongst the team.
- Lead tracking the state budget and other legislation during legislative sessions.
- Coordinate and support the policy team in their coalition and campaign-based work, staying informed of dynamics and developments that impact our priorities, leading and supporting the team in coordinating with advocate and organizer partners.

Supervision & Oversight

- Provide oversight and supervision of the Deputy Policy Directors.
- Conduct performance reviews, track productivity, and provide feedback and coaching.
- Support recruitment, hiring, and onboarding of new policy team members.
- Mentor and coach the policy team to support their formal professional development planning.

Research & Analysis

- Collaborate with the Executive Director and Deputy Policy Directors to create frameworks that enable the wider policy team to engage in evidence-based advocacy strategies aligned with key priorities.
- Ensure the policy team produces findings and develops related reports on time, in accordance with grant requirements, internal deadlines, and requests from stakeholders or leadership.
- Keep current on trends in research and public policy that affect the health and well-being of children and facilitate learning and discussion among appropriate team members about these trends.
- Monitor and analyze local and national current events and policy developments, providing timely updates and strategic recommendations and responses to inform organizational priorities and advocacy efforts.

Legislative Advocacy

- Advocate for approved recommendations and strategies in a non-partisan manner, aligning with NM Voices' core values.

- Build and maintain positive, meaningful relationships with legislative allies and staff.
- Serve as a key leader for planning presentations for legislative interim committees, ensuring that the team is well-prepared and actively participates in discussions, presentations, and advocacy opportunities.
- Stay up-to-date on New Mexico legislative committee reports and hearings, and regulatory changes, and leveraging this knowledge to systematically support the team's engagement and action to advance the organization's strategic goals.

Partner & Stakeholder Relationships

- Support the Deputy Policy Directors to identify and track strategic partnerships with grassroots, power-building, direct services, and other stakeholder organizations so that policy goals, research, and strategy are informed by community voices.
- Serve as a key spokesperson for the organization, building and maintaining relationships with stakeholders.

Fund Development & Stewardship

- Work collaboratively with the Chief Administrative Officer and development team to ensure that grant proposals, deliverables, and budgets align with policy team strategies and work plans.
- Collaborate with leadership in grant writing and proposal development, ensuring deliverables are met.
- Maintain and build relationships with philanthropic leaders to keep them informed of the organization's impact.
- Be a spokesperson with funders, program officers, and individual donors as needed to speak to the strategy and impact of NM Voices' work.
- Work with the Executive Director and Chief Administrative Officer to ensure the organization's budget and finances are tracked and utilized in service of the mission.

Communication & Campaign Stewardship

- Steward the relationship between the communications team and the policy team to ensure that communications efforts and campaigns are appropriate, effective, and have a measurable impact.
- Be a spokesperson for the organization with the news media while working with the Chief Communications Officer (CCO) on appropriate

messaging and effective media strategies.

- Collaborate with the CCO and communications team to utilize best practices for communication strategy and narrative change to align with organizational and coalition goals.

Other Duties

- Provide updates to the Board of Directors on specific policy issues as requested.

Core NM Voices Values, Behaviors and Competencies

As a requirement of their employment, all NM Voices employees are expected and required to support and demonstrate NM Voices' 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 NM Voices. The values, behaviors, and competencies that need to be demonstrated by all NM Voices employees include but are not limited to:

- **Mission Driver:** Supporting NM Voices vision, mission, children's charter, and core values in daily work setting.
- **Quality/Compliance:** Achieving a standard of excellence with our work processes and outcomes, honoring NM Voices policies and all regulatory requirements.
- **Funder/Partner Focus:** Striving for high external and internal funder/partner satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the funder/partner, rather than on self 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.
- **Collegiality:** Being helpful, respectful, approachable, and team oriented, building strong working relationships and a positive work environment.
- **Team Player:** Working collaboratively with others in the organization, working well with diverse groups of people, and gaining and maintaining respect of others, both inside and outside NM Voices.
- **Initiative:** Takes action to influence events, meets deadlines, generate ideas for improvement, takes advantage of opportunities, follows through on assignments without micromanagement.
- **Efficiency and Continuous Improvement:** Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things
- **Coachability:** Being receptive to feedback, willing to learn, embracing continuous improvement in personal and professional growth & 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 problems by gathering and organizing all relevant information. Identifies cause and effect relationships and comes up with 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.

About Applying

Submit a resume and cover letter as one combined PDF via this link: <https://forms.gle/Y7PXREjj4V4fHoM39>

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, a 35-hour work week, and a pleasant working environment.

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 LGBTQ+ communities.

New Mexico Voices for Children

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