

## **New Mexico First President/Executive Director**

The Board of Directors of New Mexico First seeks a proven executive to lead this nonprofit, nonpartisan public policy organization as President/Executive Director. Founded in 1986 and headquartered in Albuquerque, the organization engages the people of New Mexico in deliberations that result in consensus recommendations on the issues that affect them the most—education, the economy, healthcare, natural resources and good government. New Mexico First’s unique civic engagement events are supported by comprehensive and nonpartisan policy reports and are followed up by advocacy that actively advances policy change. With an active board that reflects the diversity of the state and a dedicated staff, the new executive will build on NMF’s firm foundation to deepen its impact.

### **Organization Overview**

The mission of New Mexico First is to be a catalyst for positive change by conducting independent research, engaging New Mexicans in policy, and enabling action. The organization seeks to be a model of “democracy at its best” by rising above partisanship through inclusion and transparency, meaningfully engaging diverse points of view while promoting civility, and creating consensus that is powerfully motivated to create change. What sets New Mexico First apart from other public policy organizations is truly nonpartisan research, authentic civic engagement in policy decisions, and advocacy on behalf of the public, not our staff or board. The organization has a budget of \$650k and employs a staff of five. This position reports directly to the Board of Directors. Additional information about New Mexico First can be found at <http://nmfirst.org/>

### **Position Requirements**

New Mexico First’s next leader will be a compelling advocate of the organization and its mission, a seasoned manager of people and complex projects, and have a strong dedication to building effective and enduring partnerships. We expect the successful candidate will bring the following experience, talent and leadership qualities to the role of President and Executive Director.

Specific areas of responsibility include:

1. Civic engagement marketing, planning, management, implementation and follow-up
2. Public policy research, publishing and advocacy
3. Revenue generation
4. Management and administration
5. Statewide representation

Specific talents include:

- The vision and strategic skills to sustain the effectiveness of the organization in addressing its mission and accomplishing its goals
- The business and marketing acumen that ensures the financial health of the organization and the integrity of its work
- The teambuilding and networking abilities to attract a dedicated board and staff, build long-lasting partnerships and donors, and navigate the opportunities and pitfalls for policy change in alignment with the results of our civic engagement events and projects
- Broad-based knowledge and skills in research, civic deliberation methods and processes, and advocacy

Leadership characteristics include:

- Unwavering commitment to nonpartisan policymaking
- Strong ethical approach to decision-making aligned with the organization's mission and goals
- Mature judgment that demonstrates fair and consistent treatment of all stakeholders
- Ability to establish appropriate boundaries which protect the organization's reputation, staff's safety and project's integrity
- Positive interpersonal skills that demonstrate the ability to support a team environment integrating the talents of board, staff, volunteers, contract clients, policymakers and community stakeholders
- Strong diplomacy skills that demonstrates the ability to build ongoing, multi-stakeholder coalitions, as well as, professional, nonpartisan relationships with policymakers for long-term policy change

### **Qualifications**

- Bachelor's Degree required. Graduate degree preferred (preferably in Public Policy, Public Administration, Public Relations and Communications or Business)
- Five years of senior management level experience required. Seven years of experience preferred (preferably in non-profit, public policy or government sector)
- Strong foundation in robust financial budgeting and fiscal control practices that supports a nonprofit budget over \$500k.

### **Compensation**

The salary for this position is consistent with that of small nonprofit organizations, low \$100s and commensurate with relevant experience and expertise. New Mexico First offers a competitive benefits package including medical and dental insurance, a 401k plan, as well as paid vacation and sick leave. This is a full-time, exempt position.

### **To Apply**

Interested candidates should submit a cover letter explaining the fit you see between your experience, talents and leadership and the opportunity at New Mexico First, along with your resume directly to Charlotte Pollard at [charlottep@nmfirst.org](mailto:charlottep@nmfirst.org) Please be prepared to provide contact information for professional references upon request. Deadline for applications is June 30, 2021. Interviews will be held the week of July 12, 2021.