



Chief Executive Officer Job Description

Pivotal New Mexico builds the capacity of New Mexico organizations so that they are better resourced to achieve their charitable and social missions. It is Pivotal New Mexico's vision that organizations will have the resources needed to dramatically improve the social, economic, and educational outlook in the state.

SUMMARY:

Primary responsibilities include leading efforts for Pivotal New Mexico in the areas of: strategic vision, administration, fundraising, fiscal management, programming, communications, organizational culture, and community collaboration. Individuals successful in this role have strong individual drive and motivation; are highly dependable; have the ability to work collaboratively; are able to build robust relationships across diverse stakeholders; can manage multiple priorities, projects, and people; and are able to provide direction. Previous experience will demonstrate a positive employment history, with strong leadership skills. Work is performed under the oversight of the Board of Directors.

DUTIES AND RESPONSIBILITIES:

Leadership

- Ensure that Pivotal NM has a long-range strategy that furthers its mission, in partnership with the board, staff, and community partners.
- Strengthen and focus community and organizational partnerships and relationships to further the mission of Pivotal New Mexico.
- Propose and implement organizational policies, procedures, and programs in support of strategic goals.
- Build and maintain an open and transparent working relationship with the board and foster productive board and staff relationships.
- Participate in recruiting and developing new board members.
- Attend and report at all board meetings and selected committee meetings.
- Participate in or lead organizational working groups and initiatives, such as Equity, Diversity & Inclusion.

Fundraising

- Develop and implement a comprehensive long-term fundraising and marketing plan with the board and staff.
- Develop relationships with and raise money from existing and new institutional and individual donors.
- Oversee the submission of grant applications to well-aligned funders and provide reports on grant funds received.
- Work in concert with community stakeholders, including funders, governmental agencies, and others, to prepare and execute contracts for service.
- Meet projected budget goals determined in partnership with the board.

Program Oversight

- Oversee the planning and implementation of Pivotal New Mexico's programs, oversee development of any new programs, and participate as needed in effective delivery.
- Support and ensure the completion of program evaluations and provide for quality assurance monitoring and community responsiveness of organization activities. Adjust strategy and approach to build effective programming and organizational efficiency.
- Establish contracts for program services.
- Ensure programs operate within budget.

Administration and Operations

- Develop and implement a plan for appropriate staffing for the organization, working with board, staff, and community partners.
- Promote inclusion of diverse applicants into the pool.
- Maintain a climate that attracts, retains, and motivates a talented staff.
- Hire and manage all personnel including paid staff and consultants.
- Foster an organizational culture and community presence that embraces the mission and purpose of capacity building for the New Mexico nonprofit/tax-exempt community.
- Ensure that job descriptions are maintained and that performance evaluations are held annually.

Marketing/Outreach/Communications

- Develop and implement an internal and external communication plan.
- Oversee marketing/publicity for the activities of the organization, its programs and goals to community stakeholders.
- Partner with like-minded community organizations to bolster grant seeking and other fundraising capacity for New Mexico organizations.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.
- Oversee external communications to the community by all employees.

Budget/Financials

- Maintain overall financial health of Pivotal NM by monitoring all financial record keeping and reporting, ensuring the maintenance of sound financial practices, and adhering to the organization's financial policies and procedures.
- Work with the staff and the board in preparing an annual budget. Ensure that Pivotal NM operates within budget guidelines.
- Prepare and review necessary financial information for taxes, reports, and audits.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be based in Albuquerque and able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Knowledge, Skills, and Abilities** – Strong project management skills including in complex, multifaceted projects and ability to build ideas and processes from the ground up.
- **Education and/or Experience** – Bachelor's degree required; Master's degree preferred; minimum of two years' related experience.

- **Communication Skills** – Ability to write detailed reports and correspondence as well as summarize complicated information for a variety of audiences; ability to speak effectively before internal and external audiences; ability to listen well, follow direction, and get clarification as needed; ability to effectively participate in meetings. Experience and interest in working with a high-performance, collaborative, constructive peer group.
- **Mathematical Skills** – Ability to calculate figures and amounts, create budgets, analyze percentages, use Excel effectively.
- **Accounting** – Understanding of nonprofit accounting, how to read financial statements, and ability make operational decisions based on financial reports.
- **Reasoning Ability** – Ability to solve practical problems and deal with variables in deadline-driven situations; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Professionalism** – Behave with grace under pressure; treat others with respect and consideration regardless of status or position; accept responsibility for own actions; follow through on commitments; maintain professional appearance.
- **Planning/Organizing** – Ability to prioritize and plan work activities; use time efficiently; plan for additional resources; set goals and objectives; organize or schedule other people and their tasks; develop realistic action plans.
- **Dependability** – Ability to meet multiple deadlines; follow instructions; respond to management direction; commit to reaching goals; keep commitments; complete tasks on time.
- **Computer Skills** – Experience with and knowledge of computer operation; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint), Internet, online website development platforms, and database applications.
- **Certificates, Licenses, Registrations** – Valid New Mexico driver's license with clean driving record and proof of automobile insurance.

ESSENTIAL PHYSICAL REQUIREMENTS:

Position involves light physical effort. Tasks may involve extended periods of time at a keyboard or workstation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION:

- \$80,000 - \$100,00 annually
- Benefits include paid time off, paid holidays, SIMPLE IRA (with up to 3% employer match), and Health Reimbursement Arrangement
- The Chief Executive Officer position is a full-time, exempt position

TO APPLY:

Email a cover letter and resume to info@pivotalnm.org.