



## **EXECUTIVE DIRECTOR**

### **ORGANIZATIONAL OVERVIEW**

Established in 1917, The New Mexico Public Health Association (NMPHA) is a private, non-profit membership association of individuals and organizations committed to the values of social justice, equity, inclusion, collaboration, and seeking the common good, and to carrying out our mission and goals with integrity, honesty, transparency, cultural humility, and passion.

The **VISION** of the New Mexico Public Health Association is of New Mexico as a place where the resources, socioeconomic conditions, and environment exist in which ALL people can be healthy.

The **MISSION** of the New Mexico Public Health Association is to promote public health practice, policies, and systems that support health equity in New Mexico.

NMPHA is hiring an Executive Director to lead our organization in mission-driven collaboration, communication, fundraising, professional development and advocacy. NMPHA is currently an all-volunteer nonprofit organization. This position will launch NMPHA into a new stage of development with this position offering leadership and support in collaboration with an active, committed Board.

### **POSITION OVERVIEW**

The Executive Director (ED) will work closely with the Executive Committee and the Board of Directors to leverage existing partnerships, build new relationships, and amplify the voices of health equity advocates in diverse community settings throughout New Mexico.

The ED will oversee ongoing strategic planning efforts, day-to-day operations, internal and external communication plans, and membership growth and engagement strategies.

The ED will supervise contractors and volunteers currently engaged in collaborative vaccine equity advocacy/outreach, communications, and conference planning and implementation, and will supervise additional personnel as they join the organization. The ED will work with the Board of Directors to finalize contractor/consultant roles and additional position descriptions as the organization grows. The ED will also work with the Board of Directors to recruit and engage volunteer leaders who are critical to the success of the association.

In collaboration with the Board of Directors, the ED will develop a resource development plan designed to grow the fiscal resources of the NMPHA through multiple channels including grant seeking and fundraising from individual, organizational, governmental and foundation donors.

The ED will represent NMPHA on regional and state collaboratives and task forces related to improving public health systems and public health policies in New Mexico. The ED will cultivate strong relationships with key allies and stakeholders as well as legislators and other policymakers. The ED will also oversee development of annual and long-term policy priorities aligned with the NMPHA mission and with current policy opportunities at local and state levels and will serve as a key spokesperson, advocate, and organizer to promote adoption and implementation of priority policies.

## **EXPERIENCE & QUALIFICATIONS**

NMPHA values a wide range of educational, employment, and lived experiences. Applicants may bring a combination of many skills, abilities, experiences, and qualifications to the position, including but not limited to:

- Experience promoting public health practice, policies, and systems that support health equity in New Mexico
- Demonstrated commitment to dismantling structural racism
- Ability to communicate effectively with diverse priority populations, elected officials, and media representatives
- Experience with fundraising for non-profit organizations
- Experience writing and managing grants
- Experience participating in and leading advocacy campaigns
- Familiarity with public health systems and infrastructure in NM
- Experience with non-profit board service and development
- Knowledge of sound fiscal management practices
- Experiencing planning and coordinating conferences, community forums, and professional development events and activities

## **TIME AND COMPENSATION**

This is a full-time, salaried position (36 - 40 hours/week). The salary will be commensurate with experience, with a range of \$60,000 to \$65,000. Benefits include earned sick leave and other paid time off. Benefits also include a \$300 monthly stipend for health insurance or health-related savings account and retirement contributions.

## **LOCATION**

Some of the position responsibilities will require in-person work in Albuquerque and Santa Fe, with occasional travel to other locations in the state. NMPHA is open to flexible work schedules that include a combination of in-person and remote work. Depending on COVID-19 conditions, work may be entirely remote for periods of time.

## **TO APPLY**

Apply in confidence no later than Sept. 27, 2021 by emailing a resume and cover letter that addresses why you are interested in this position to [nmpa.mail@gmail.com](mailto:nmpa.mail@gmail.com). In your letter, please describe how your experience, skills and interests are aligned with the mission and priorities of NMPHA.

*NMPHA is an equal opportunity employer deeply committed to diversity and inclusion in its hiring and organizational practices. We strongly encourage Black, Indigenous, People of Color, immigrants, LGBTQ individuals, and New Mexicans of multiple backgrounds and identities to apply.*