



New Mexico Coalition to
End Homelessness

Job Title: Executive Director
Reports To: Board of Directors
Position Type: Full-time, Exempt
Salary Range: \$85,000 – \$95,000 DOE

**Are you a modern-day problem-solver?
Do you have a passion for advocacy and justice that translates into action?**

The New Mexico Coalition to End Homelessness (NMCEH) was founded in 2000 in response to the need to create a united voice for advocating for services and programs to help homeless people in the state. We are a statewide coalition with ~ 80 member agencies and individuals, representing service providers and public agencies, as well as business representatives, homeless and formerly homeless people, and other concerned citizens from throughout the state.

Over the years, the Coalition has grown to become the guiding and inclusive organization for addressing the issue of homelessness in New Mexico. NMCEH seeks to end homelessness by developing systems of supportive housing and services for the homeless in each New Mexico community so that eventually no one is homeless for more than 30 days.

Purpose: The NMCEH Executive Director is the principal leader of the organization. The qualified Executive Director leads, inspires, and collaborates with staff, agency members, elected officials, and the Board of Directors to achieve the mission and strategic planning objectives of the organization. Other key duties include advocacy, fundraising, and community outreach. The position reports directly to the Board of Directors.

Primary Duties & Responsibilities:

Finances and Viability:

- Responsible for the fiscal integrity of an annual budget (~ \$2.2 million)
- Responsible for ensuring maximum resource utilization and maintenance of the organization in a positive financial position

Advocacy, Membership, and Fundraising:

- Collaborates with the Development Associate and Office Manager to advocate for the policy priorities of NMCEH as established each year by ~ 80 agency members
- Meets with federal, state, and local elected officials; speaks at hearings and helps NMCEH agency members connect and work with their elected officials
- Organizes and hosts Agency Member Meetings; educates and informs members about NMCEH initiatives, accomplished work, and support available to agencies
- Collaborates with Advisory Boards to raise funds for advocacy and mini-grants for member organizations
- Responsible for overseeing outreach and development efforts
- Contributes to grant writing; applications, management, and reporting

Mission and Strategy:

- Responsible for implementation of NMCEH's programs that carry out the organization's mission
- Establishes and maintains relationships with various organizations and individuals throughout the state and utilizes those relationships to strategically enhance NMCEH's Mission
- Responsible for communicating effectively with the Board and providing all information necessary for the Board to function properly and make informed decisions

Staffing, Operations, and Management:

- Oversees and leads a staff of 32 and directly supervises the Associate Director, Director of Administration, Financial Specialist, Development Associate, and Office Manager
- Oversees organizational resources to ensure that NMCEH's operations are efficient and the team is successful
- Oversight and adherence to federal, state, and local employment and compliance regulations

Additional Job Functions:

- Serves as NMCEH's primary spokesperson to the organization's member agencies, elected officials, and community partners
- Identifies, establishes, and advances Diversity, Equity, and Inclusion initiatives, supporting a culture of trust, integrity, and service
- Hires and collaborates with consultants for special projects (i.e., Supporting Housing Consultants)
- Attends and assists in the facilitation of board and committee meetings
- Reviews and approves contracts for services (with Board approval)
- Other duties as assigned by the Board of Directors or as needed

Required Knowledge, Skills, and Abilities:

- Bachelor's degree or five or more years of equivalent senior nonprofit management experience
- A commitment to NMCEH's mission of assisting New Mexican communities to create solutions to homelessness
- Strong leadership skills – inspires and leads with integrity, respect, and a foundation of trust
- Solid, hands-on, budget management skills including budget preparation, analysis, decision making, and reporting
- Knowledge and experience managing federal grants and associated financials
- Strong organizational abilities including planning, delegating, program development, and task facilitation
- Ability to convey a vision of NMCEH's strategic future to staff, board members, and associated stakeholders
- Demonstrated ability to oversee, lead, collaborate with, and be physically present for ~ 32 staff members (50/50 remote vs. in-office)
- Ability to collaborate with and motivate agency members, donors, community partners, and board members
- Strong written and oral communication skills to include public speaking
- Sound knowledge of HUD Housing Voucher Programs
- Demonstrates respect, appreciation for, and ability to work and interact with a diverse group of individuals
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector
- Knowledge of Human Resource Management best practices as well as federal, state, and local employment regulations
- Strong skills and experience using Google Office Suite (Word, Excel, etc.) and QuickBooks
- Occasional travel (quarterly) throughout the state to collaborate with agency members and meet with elected officials

Preferred Knowledge, Skills, and Abilities:

- Master's degree or equivalent years of experience a plus
- Understanding of and experience with the underserved populations including those in the rural Southwest
- Experience and long-standing commitment to working with a non-profit, the homeless population, a coalition, and/or agency directly serving the community
- Experience working with diverse members of the community to include homeless service agencies and elected officials
- History of fundraising, diversifying funding sources, and developing financial capacity
- Familiarity with a Homeless Management Information System (HMIS), such as Foothold
- Experience with Board Governance

Physical Demands and Work Environment:

The physical requirements and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed at a desk / computer screen for extended periods of time (~75% of the day) in a traditional office environment
- This position requires the manual dexterity sufficient to operate phones, computers, and other office equipment
- Work is performed in an active environment with exposure to a wide variety of challenges, deadlines, and a diverse employee and client population

Benefits:

NMCEH strives to offer its employees competitive benefits which include Health Insurance (Medical / Dental / RX / Vision), a SIMPLE IRA Retirement plan with a generous 3% match, 11 paid holidays, Paid Time Off / Sick Leave, Domestic Partner benefits, and Travel Reimbursement. The NMCEH culture offers Flex Time and Work from Home options (for particular positions) to meet personal and work needs and at the same time to have fair and consistent coverage of the offices. In addition, the NMCEH is committed to enhancing career growth through education, training, and professional development.

Equal Opportunity Employer / Protected Veterans / Individuals with Disabilities

Diversity and equity are important to ending homelessness. The NM Coalition to End Homelessness is passionate about building and sustaining a diverse, inclusive, and equitable working environment for staff, clients, and partner agencies. We believe every member on our team enriches our diversity by exposing us to a broad range of knowledge and experiences that allow us to design and deliver stronger services and support in ending homelessness in New Mexico. We welcome applicants with lived experiences of homelessness, individuals of diverse racial and ethnic backgrounds, LGBTQ+, and people who are differently abled.

The NM Coalition to End Homelessness provides equal work opportunities to all employees and applicants and does not discriminate on any basis, which is prohibited by law, including race, color, sex, gender identity, sexual orientation, political views, age, religion, national origin, disability, pregnancy, marital status, or veteran status.

If you're interested in leading our organization and being considered for our Executive Director opportunity, please submit your resume and cover letter to careers@nmceh.org