



POSITION DESCRIPTION October 15, 2009

Organization New Mexico Community Foundation

Location Albuquerque, NM

Position Title President & CEO

Reports to Board of Directors

The Opportunity Founded in 1983, the New Mexico Community Foundation (NMCF) is a hybrid institution that combines endowment building, grantmaking, and programmatic work that serves and invests in New Mexico's communities and their greatest asset: people. As a steward of community resources, NMCF supports a quality of life that reflects the diverse values, traditions, beauty and dreams of New Mexico. Building community wealth and relationships, maximizing community capacity and self-reliance are at the heart of NMCF's work.

Steeped in a richly diverse history, New Mexico has experienced dramatic growth and demographic changes over the last 15 years. From Taos to Las Cruces, from Farmington to Hobbs, while New Mexico is changing, it maintains deep-rooted connections to its past history and ancestors, among its two million residents.

NMCF occupies a unique position in New Mexico in that it is the only organization with a statewide focus. NMCF has a distinguished track record of attracting national funding and developing innovative programs that have been replicated throughout New Mexico and beyond. As such, its work addresses a wide and diverse range of constituencies, from the integration of Native Americans to the arrival of new immigrants, and issues, from the environment to healthy seniors and successful young people and families.

NMCF provides approximately \$6 million annually in grants through an endowment of \$13 million with additional support from national and regional funders. NMCF also provides technical assistance and training to many non-profits through its various initiatives (Rural Livelihoods, Strengthening New Mexico Families, and the New Mexico AIDS Partnership). NMCF has developed over 140 project centers statewide, serving nonprofit organizations and the grass-roots community. In addition, NMCF operates Elev8, a program which provides local, community-based "one-stop shops" for family services throughout New Mexico.

With offices in Albuquerque, Santa Fe, and Las Cruces, NMCF has a committed board of 6 and a diverse staff of 24 who serve as its ambassadors.



This diverse set of capabilities and a strong reputation in New Mexico and nationally presents the right candidate with an exciting opportunity to chart a bold new course in promoting community philanthropy throughout the many cities and towns of New Mexico.

Learn more about NMCF at <http://www.nmcf.org>!

**Position
Responsibilities**

The New Mexico Community Foundation seeks a new President & CEO with a collaborative, facilitative leadership style and a passion for promoting the fulfillment of NMCF's vision and mission. The President & CEO will serve as the key spokesperson and face of NMCF to its donors, grantees, and the people of New Mexico at large. The new President & CEO will have a broad-based mix of experience and skills to build organizational capacity, promote philanthropy throughout the state, and advance the Foundation's role in civic engagement.

Specifically, the President & CEO's responsibilities will include:

- Working with Board officers and members to provide leadership, information, and support that enhance the governance of NMCF
- Balancing creative and visionary thinking with operationally measurable and quantifiable implementation of NMCF's strategy
- Inspiring and mobilizing donors to make a difference in New Mexico
- Growing NMCF's assets and endowment for the benefit of the community and the sustainability of the organization
- Working closely with a variety of stakeholders to create a platform for ongoing strategic planning and implementation, evaluation, and continuous learning and improvement
- Representing NMCF as a statewide leader through advancing the organization's overall mission in public forums and through building key partnerships, alliances, coalitions, and joint ventures with other influential leaders in business, government, academia, the non-profit sector and others throughout New Mexico
- Ensuring that NMCF's management sustains the highest level of effectiveness and efficiency through hiring, training, and motivating staff as well as through internal controls, budgeting and finance; in effect, facilitating and supporting highly effective teams, and a strong staff overall

**Profile of the
Successful
Candidate**

The President & CEO will be a visionary leader with strong people and process management, organizational, communication, consensus-building, and fundraising skills. The successful candidate could come from a variety of backgrounds; though the successful candidate will likely have solid leadership experience in the non-profit sector (either as staff or a board member), he or she may also come from other fields, such as work in the private or public sectors.

Specifically, NMCF seeks a seasoned professional who has:



- Significant leadership experience in the private, public, independent, or community foundation sector
- Successful experience working in a highly visible environment
- An energetic, entrepreneurial nature that combines intellectual curiosity with analytical skills and political savvy
- A passion for New Mexico and for NMCF's mission and values
- An inclusive, consensus-building leadership style both in and out of the public spotlight that demonstrates transparency and high ethical standards, and inspires Board members, staff, clients, benefactors, and partners in the community
- Demonstrated track record of successful fundraising from a variety of sources
- Solid understanding of the role of philanthropy in building community engagement
- Ability to foster an environment that results in efficient and effective organizational management
- Solid experience in quantifying and measuring the performance of organizations
- Wisdom and prudence in deployment of financial resources
- Proven ability to communicate clearly and effectively with a wide variety of constituencies, as demonstrated through strong written and oral skills as well as highly developed listening skills and an approachable demeanor
- The ability to forge pragmatic solutions in environments characterized by ambiguity and complexity
- Strong integrity and a commitment to professional excellence, combined with values that wear well over the long term
- Excellent interpersonal skills; a proven track record of being able to motivate and inspire others to act

Additionally, the successful candidate will likely have:

- Proficiency in Spanish
- A track record of building cross-cultural partnerships, coalitions, and alliances in the public spotlight and across sectors, communities and fields of practice
- Deeply ingrained respect for staff at all levels of an organization, honed by a personal work history of increasing levels of responsibility
- A career path demonstrating broad intellectual interests that bridge traditional disciplinary and functional boundaries

Start Timeframe

We seek to have the right individual in place by early 2010.

Compensation

This position offers competitive compensation and excellent benefits.

To Apply

All applications are held in strict confidence. Please submit your credentials and a letter of interest via email to The 360 Group at:



303 Sacramento Street, Fourth Floor San Francisco, CA 94111 415.692.5243 www.the360group.us

NMCF@the360group.us

Applications should be directed to the attention of Vincent Robinson, Managing Partner. No calls, please. To be considered, The 360 Group must receive applications no later than **5:00pm Pacific time on Sunday, November 29th, 2009.**

At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark of all our work.