

# DISABILITY RIGHTS NEW MEXICO

## CHIEF EXECUTIVE OFFICER

### Job Description

The Chief Executive Officer (CEO) is the administrator and highest level employee of Disability Rights New Mexico (DRNM), a non-profit New Mexico corporation. The CEO is responsible to the Board of Directors (Board) for the management and implementation of all program services pursuant to policies and programs approved by the Board, and for the organization's consistent achievement of its mission, goals and objectives. In the performance of duties, the CEO reports to the Board directly and through the President of the Board and the Board's Executive Committee. DRNM is New Mexico's designated Protection & Advocacy (P&A) agency and a member of the National Disability Rights Network.

### **RESPONSIBILITIES:**

1. **Systems Advocacy and Liaison** (30% - 40%): Responsible for assuring that the agency is effective in pursuing Board-approved goals and objectives for achieving improvements in service systems and rights protection affecting persons with disabilities, while maintaining working relationships with consumer, family, provider, policy-making, and other relevant groups or agencies as necessary to achieve these goals and objectives.
2. **Program Planning, Development, and Operation** (20% - 30%): Responsible for development of annual goals and objectives for Board approval, preserving and expanding the capacity of the agency to meet its overall mission, assuring quality of services, focusing resources on implementation of program objectives and monitoring their performance, assuring that agency services are effective and accountable, assuring that management information systems capture all data needed for quarterly and annual reporting, and assuring the completion and submission of all required reports.
3. **Employment and Personnel Management** (5% - 10%): Responsible for developing and maintaining a well-qualified, competent, loyal, and hard-working team of employees to achieve the goals and objectives of the agency and assuring that all agency personnel policies and procedures are followed as well as in compliance with all State and Federal laws and regulations.
4. **Financial Management** (15% - 20%): Responsible for development of a proposed annual budget for Board approval, assuring that all revenues and expenditures are properly accounted for and in accordance with all applicable laws and regulations, monitoring financial transactions and status throughout the year, assuring that all agency policies and procedures for financial management are followed, and safeguarding the financial interests of the agency.
5. **Support to Board of Directors** (5% - 10%): Responsible for providing or arranging for information to the Board so that it has the opportunity to make timely, informed decisions about agency policy, direction, and operations; assuring that Board decisions or directives are appropriately carried out; and that regular communication occurs between Board meetings with the President and/or the Executive Committee. The CEO is accountable to the Board for these and other activities and responsibilities.
6. **Other Activities and Responsibilities** (5% - 10%): The CEO occasionally performs other activities in support of the agency's work, such as outreach and training to outside groups. The CEO may provide in-service training to DRNM staff and should receive training on substantive, administrative and leadership issues. The CEO is also required to complete time sheets and expense reports and to communicate internally and externally via email and other systems.

## **QUALIFICATIONS & EXPERIENCE REQUIREMENTS:**

- Commitment to advancing the rights of people with disabilities in ways that demonstrate the values of inclusion, autonomy, equal access and full participation in community life.
- Experience working effectively with multiple organizations and individuals with diverse perspectives, the public, elected and appointed officials, and consumers of services.
- Experience working with persons with disabilities and from multi-cultural communities.
- Demonstrated understanding of legislative and executive-level public policy issues and procedures
- Successful leadership in managing and supervising staff in different disciplines.
- Experience in budget development, financial management and oversight, grant and contract compliance, strategic and priority planning, and managing change.
- Strong management and supervisory administration skills.
- Outstanding written and oral communications skills.
- At least 3 to 5 years of executive-level experience in a non-profit agency.

## **EDUCATION:**

- Advanced college degree from an accredited university or college. A Juris Doctor degree preferred, but not required.

## **EMPLOYMENT BENEFITS:**

DRNM offers a competitive salary commensurate with experience. Fringe benefits include health and dental insurance, accrued annual and sick leave, life and AD&D insurance, a SEP-IRA retirement benefit, paid holidays, etc.

DRNM is an Equal Opportunity Employer/Affirmative Action Employer and does not discriminate in hiring on the basis of race, color, national origin, sex, gender identity, sexual orientation, religion, age, disability, protected veteran status, or any other characteristics protected by federal, state or local law.

Individuals with disabilities, people of color, LGBT individuals, and others who contribute to staff diversity are encouraged to apply.

**APPLICATION PROCEDURE:** In order to receive full consideration, applicants should submit their documents by **September 15, 2017**

Documents to submit:

- 1. Cover / Introduction Letter, include reason why applying for this non-profit professional position**
- 2. Resume**
- 3. List of at least three professional references who can speak to your work, with names, phone numbers, and email addresses**

Please mail a complete packet, postmarked no later than **September 15, 2017** to:

**DRNM**

**CEO Search Committee**

**3916 Juan Tabo Blvd. NE**

**Albuquerque, NM 87111**