

Job Description for Deputy Director of the NM Center on Law and Poverty

The Deputy Director position is a temporary position intended to train a talented leader to become the Executive Director of the Center within the ensuing year. The Deputy Director is expected to work conjointly with the current Executive Director to lead and direct the work of the Center as the primary driver, strategist, fundraiser, and spokesperson, and to actively prepare to assume the role of Executive Director. The Deputy Director is directly responsible to the Executive Director.

The Deputy Director will assist the current Executive Director with his job description while learning about the organization and its mission.

Job Description for Executive Director of the NM Center on Law and Poverty

The Executive Director leads and directs the work of the Center as the primary manager, strategist, fundraiser, and spokesperson. The Executive Director is directly responsible to the Board of Directors

Major Areas of Accountability

- Statewide and organizational leadership
- Fundraising
- Financial, operations and business management
- Program management
- Liaison with Board of Directors

Leadership and Strategy

- Set and communicate the vision and overall direction of the organization.
- Ensure ongoing excellence of program activities, work product and outcomes.
- Play a leadership role in advocacy, legal and policy circles in the state.
- Lead organizational planning and guide strategy.
- Act as the spokesperson for organization.
- Maintain the organization's reputation for excellence, reliable and accurate information, and persistent and vehement advocacy.
- Drive initiatives in the leadership and organization that contribute to long-term operational excellence.
- Maintain working knowledge of the Center's program areas and the social, political and legal environment in which they function.

Funding and fund raising

- Ensure that adequate funds are available to achieve goals and objectives with a high degree of effectiveness and to support the long-term health of the organization.
- Oversee the development of fund raising plans and strategies.
- Play a major role in fundraising activities as part of the Development Team.
- Ensure that the Development Team is well-resourced.
- As part of the budgeting and planning processes, work out what resources, including people and money, are needed to achieve the objectives set and ensure that the resources are found.

Financial, operations and business management

- Oversee the efficient and effective day-to-day operation of the organization.
- Maintain full control of the financial management system of the organization and ensure its accuracy, integrity, and effectiveness, including;
 - Develop an annual budget and manage finances within it.
 - Participate in and oversee internal controls.
 - Regularly review banking, financial accounting and reporting
 - Monitor payroll and employee benefits administration.
 - Develop program, project and long-range budgets as needed for planning and fundraising.
- Manage operations and the business of the organization to ensure a streamlined, efficient and effective platform for program activity of the Center, including;
 - Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff.
 - Be responsible for staff hiring, development, compensation, evaluation and termination and for contract workers and volunteers. Oversee certain staff.
 - Maintain a positive, healthy and safe work environment in a climate that attracts, keeps, and motivates a diverse staff of top quality people.
 - Maintain official records and documents, and ensure compliance with federal, state and local regulations.
 - Identify and evaluate the risks to the organization's staff, property, finances, goodwill, and image and implement measures to control risks.

Liaison with Board of Directors

- Support an engaged, aware and independent board of directors to oversee the strategic direction and financial integrity of the organization.
- Work with the Board of Directors on governance policy issues by providing support and by initiating approved recommendations or actions.
- Recommend to the Board changes to policies and procedures that would improve the organization and implement those adopted.
- Report to the Board about the status of the organization at Board meetings and make recommendations for Board consideration and action.

- Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization.

Program management

- Oversee the planning and evaluation of the organization's programs.
- Facilitate the Legal Director to direct and monitor program implementation.
- Maintain a tone of advocacy and communications commensurate with the Center's values and standards
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of Board-approved plans.
- Actively participate in a program area.
- Network with leaders in the non-profit community and government in support of the Center's mission.
- Represent the Center to media, conferences and other speaking engagements

Characteristics desirable in an Executive Director of the New Mexico Center on Law and Poverty

I. VISIONARY AND STRATEGIC LEADERSHIP

- Able to 'see' the full political and social change environment, discern relevant information, synthesize information, choose courses of action
- Able to develop, communicate and 'hold' a vision of the changes the Center is pursuing
- Experienced in and adept at generating systemic change
- 'Gets' the Center's style of legal and policy advocacy for impact and understands our role in the civil legal services and advocacy communities
- Has passion and personal connection to our work and the people we represent

II. OPERATIONS EXPERIENCE

- Can 'get it done'. Has proven success in achieving systemic change
- Proven fundraising skills, especially putting strategies into play that will bear fruit down the road. Being cognizant of and willing to put a lot of time into, the role of the ED in fundraising.
- Financial savvy. Understand finances, know how to budget, recognize both financial opportunities and threats.
- Is a confident and effective communicator and connector
- Understands the role and importance of an effective communication function
- Able to work well within an operations /project management function to implement plans effectively to move the organization forward.

III. MANAGEMENT SKILLS

- Successful experience in top management
- Able to attract top quality staff
- Able to motivate others
- Able to delegate and track work

IV. JUDGMENT, DECISION-MAKING & PROBLEM-SOLVING

- Sound Judgment. Able to sift through alternatives, deliberate, and then arrive at a sound decision
- Understands strong approaches to decision-making and appropriate decision-making
- Very strong problem-solving skills
- Able to distinguish smart risks and seize them in a timely manner

V. WORK ETHIC

- Persistent. Does not let obstacles stand in their way and perseveres through difficult times for the organization
- Stamina. Has physical and emotional stamina. Can carry on a full day of back-to-back meetings and still function at a high level
- Can carry (and demonstrate carrying) responsibility for organization without regular high stress levels
- Understands and promotes a balanced life

VI. PERSONAL

- Has personal strength and maturity, a grounded sense of self
- Willing and able to be tough
- Able to deal with conflict well, handle adversity with grace. take criticism well and keep a sense of perspective