



## **JOB ANNOUNCEMENT**

**The New Mexico Environmental Law Center (NMELC) is seeking applications for a Director of Operations dedicated to NMELC's mission of working with communities to advance environmental justice and human rights. Applicants must live in New Mexico or be willing to relocate to New Mexico.**

**JOB TITLE: Director of Operations**  
**START DATE: November 2020**                      **REPORTS TO: Executive Director**

**JOB SUMMARY:** The primary purpose of the Director of Operations is to ensure the financial growth and success of the NMELC, a nonprofit organization, and to assist in the management of day-to-day operations of the organization. The Director of Operations works closely with the Executive Director in determining the operational objectives that best support the organization's mission and long-range financial goals. The Director of Operations will plan, organize, develop and assist in the overall operation and quality improvement of the NMELC.

### **JOB LOCATION: Santa Fe, New Mexico**

**Note:** NMELC is currently following a remote work plan due to the continued pandemic. Remote work from a location within New Mexico can be negotiated beyond the pandemic.

**COMPENSATION & BENEFITS:** Full-time/exempt annual salary of \$55,000-\$65,000 depending on experience. After a qualifying period, benefits include health, dental, and vision insurance, 403(b), vacation and sick leave.

### **DUTIES AND RESPONSIBILITIES:**

- Serve as a partner to the Executive Director on the organization's administrative and operational processes, developing and improving systems as the organization grows.
- Expertise in nonprofit financial management and investments.
- Manage the organization's budget, accounts payable and receivable, financial forecasting, monthly and quarterly reports, audits, and cash flow.
- Manage contract invoices and foundation financial reports in partnership with the Development Director.
- Human Resource responsibilities including processing payroll, recruiting and working with other staff to onboard new hires, keeping track of leave/vacation, and benefits.
- Ensure nonprofit compliance by managing organizational insurance, state and federal filings, and Board documents.
- Coordinate with contracted CPA firm to prepare for annual audit.
- Help to manage and maintain overall office facilities and administrative functions to ensure smooth and consistent operations.
- Help to coordinate intern and volunteer information for organization.
- Attend to other arising matters as needed to ensure the overall efficient operations and financial health of the organization.

## **REQUIRED SKILLS:**

- Must embrace the Law Center's mission and be dedicated to creating a diverse, equitable and inclusive work environment and working alongside communities on environmental justice issues
- Demonstrated experience in operations, administration, and financial management
- Experience working in the nonprofit sector (5 years or more preferred)
- Knowledge of and committed to the importance and integration of diversity, equity, and inclusion (DEI) initiatives in operations work
- Excellent writing skills with sharp attention to detail
- Excellent interpersonal, written and verbal skills
- Experience supervising staff
- Proficiency in Excel, web-based databases, and Quickbooks
- Creative, self-starter attitude
- Time management and flexibility with job duties
- Organized and inspiring team leader and team member

## **PREFERRED SKILLS:**

- Bilingual (Especially Spanish and/or Native Languages)
- Education and/or experience working with LGBTQIA, frontline, and Black, Indigenous, People of Color (BIPOC) communities
- Education and/or experience with environmental justice issues

**EDUCATION AND EXPERIENCE:** Minimum of a bachelor's degree and preferably 5+ years of experience in non-profit sector with a proven record of success in operations, human resources and financial management.

**PHYSICAL REQUIREMENTS:** Prolonged periods of sitting at a desk and working on a computer. Ability to lift up to 25 pounds at a time. Periodic ability to travel long distances.

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**APPLICATION DEADLINE: October 26, 2020**

**Applicants should submit resume, cover letter, and three references electronically to Dr. Virginia Necochea, Executive Director at [vnecochea@nmelc.org](mailto:vnecochea@nmelc.org). All required documents must be submitted electronically. Incomplete submissions will not be considered.**

**Interviews may be conducted via online video conference based on guidance from government/health agencies.**

**The NMELC is an Equal Opportunity Employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor. Persons of color, women and LGBTQIA candidates are encouraged to apply.**

Learn more at [www.nmelc.org](http://www.nmelc.org).