



## **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. NMELC works in partnership with community organizations, coalitions and other stakeholders to build multi- strategy campaigns that address the systemic polluting of low-income communities of color and advance community health and sustainability. **Black, Indigenous, People of Color (BIPOC), women and LGBTQ+ candidates are highly encouraged to apply.**

**JOB TITLE: Director of Operations**  
**START DATE: Negotiable**

**SALARY: 55K to 65K**  
**REPORTS TO: Executive Director**

**JOB SUMMARY:** The primary purpose of the Director of Operations is to oversee NMELC's operations and financial management in consultation with the Executive Director, 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 at NMELC.

**JOB LOCATION: New Mexico**

NMELC follows a hybrid work plan (in office and remote). Due to the continued pandemic, current work arrangements are subject to change. Applicants must live in or be willing to relocate to New Mexico.

**COMPENSATION & BENEFITS:** Full-time/exempt annual salary of 55K to 65K 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 and oversee 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
- Coordinate with contracted CPA firm to prepare for annual audit.
- Oversee accounting and ensure adherence to accounting policies and practices
- Supervise preparation of monthly financial reports and create additional reports as needed for grants, projects, and board meetings.
- Prepare annual budget in coordination with executive director and staff.
- Present all relevant financial data for approval to executive director and Board Finance Committee.
- Working with executive director, help prepare materials for Board Meetings and act as staff liaison to relevant board committees.
- Manage human resource systems, including personnel policies and procedures, hiring and termination processes, employee relations, performance review procedures, and manage benefits for all staff
- Ensure nonprofit compliance by managing organizational insurance, state and federal filings, and board documents.
- As directed, help to develop, implement, and review operational policies and procedures.

- Help to manage and maintain overall office facilities and administrative functions to ensure smooth and consistent operations.
- Oversee general office supplies and needs including serving as a liaison to office maintenance contractors, IT contractor, and phone support.
- 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 NMELC's mission and be dedicated to creating a diverse, equitable and inclusive work environment
- 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
- Ability to maintain confidentiality of sensitive information
- 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 and/or social justice

**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.

**APPLICATION DEADLINE: Open Until Filled**

**APPLICATION PROCESS:** 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 in-person and/or by Zoom.

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).