



The New Mexico Environmental Law Center (NMELC) is seeking applications for a Deputy Director 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 approaches that address the systemic polluting of low-income communities of color and that advance community health and sustainability. **Black, Indigenous, People of Color (BIPOC), women, LGTBQIA+, and historically underrepresented candidates are encouraged to apply.**

**JOB TITLE: Deputy Director**  
**START DATE: Negotiable**

**STARTING SALARY: 75K to 85K DOE**  
**REPORTS TO: Executive Director**

**JOB SUMMARY:**

NMELC's Deputy Director will primarily work in partnership with the Executive Director and other senior staff in advancing NMELC's overall mission by spearheading fundraising and development, as well as finance, human resources, and other organizational priorities.

**JOB LOCATION: New Mexico**

NMELC has two offices located in Albuquerque and Santa Fe. We follow a hybrid work plan (in office and remote). The Deputy Director will be required to work primarily in the Albuquerque office.

**COMPENSATION & BENEFITS:** Full-time/exempt annual starting salary of 75K to 85K depending on experience; *salary can be negotiated for highly experienced applicants, dependent on budget.* Benefits include employer paid health, dental, and vision insurance; 403(b) employer-match program; 20+ days of paid holiday time; 120 hours of PTO per year; 96 hours of sick leave per year; and 3-month sabbatical after qualifying period.

**DUTIES AND RESPONSIBILITIES:**

***Fundraising***

- Lead, implement, and co-design annual fundraising plans, including retaining current funders, securing new funders, building new relationships and partnerships, soliciting major gifts and individual donations, conducting outreach to larger public to support NMELC's work and contributing to the overall fundraising strategy in support of the annual budget.
- Oversee NMELC's grant deliverable calendar and ensure all grant deliverables are submitted on a timely basis.
- Support in drafting and finalizing LOIs, proposals, applications, budgets, and funder reports, often in collaboration with others.
- Actively seek out additional sources of funding that help to further NMELC's mission.
- Supervise and work with staff and development contractors that support NMELC's fundraising efforts.



### ***Finance***

- Support Executive Director in overseeing financial management including accounts payable, accounts receivable, contracts, and yearly audit.
- Partner with Executive Director on budgeting, tracking, and reporting finances.

### ***People and Culture***

- Lead efforts to attract, develop and retain great team members.
- Design and implement plans to:
  - Increase staff capacity and support
  - Oversee onboarding of new staff
  - Develop organizational policies for professional growth, inclusion, and a sustainable healthy organizational culture
  - Conduct intern/volunteer/staff recruitment
- Ensure professional development is happening for staff at all levels, including accessing outside training and planning for team-wide learning opportunities that help to create a supportive work environment and that advances NMELC's commitment to social justice, equity, diversity, and inclusion.
- Work with Executive Director on staff evaluations and professional growth plans.

### ***Administration and Operations***

- Work in partnership with Operations Manager and Executive Director in ensuring smooth operations of the organization.
- Work closely with Executive Director in strategic planning and operational planning.
- Ensure nonprofit compliance requirements are met and current.
- Oversee staff benefits programs - e.g. health insurance, 403b, etc.
- Ensure NMELC Standard Operating Procedures are up to date.
- Supervision of Admin and Program staff
- Improve and create systems that support the effective and efficient running of the organization.
- Supervision of contractors, interns, volunteers, and consultants as appropriate.
- Co-facilitate staff meetings and operational planning as needed.
- Support Executive Director with preparation for Board meetings and tasks as needed.

### ***Leadership***

- Contribute to the building of a strong organization.
- Participate in the organization's leadership team.
- Contribute to the visibility of the organization by representing NMELC.
- Bring ideas from events, meetings, etc. back to the organization to contribute to our on-going efforts to serve frontline clients and communities.



### *Other*

- Represent NMELC at meetings, conferences, events, and other gatherings as needed.
- Attend community and client meetings representing NMELC as needed.
- Take lead and support event planning including fundraising, educational, public engagement, and other community events.
- Maintaining efficient filing systems and recordkeeping for NMELC - e.g. historical, admin, and operational
- Support Executive Director on other duties and responsibilities as needed.

### **REQUIRED SKILLS:**

- Must embrace NMELC's mission and committed to helping to advance environmental justice.
- Demonstrated commitment to racial and social justice, environmental justice and the importance of diversity, equity, and inclusion (DEI) initiatives and practices.
- Strong desire and ability to effectively work with people from diverse backgrounds, including age, race, ethnicity, language, gender identity, ability, and lived experiences
- Strong fundraising experience including partnership building, major gifts soliciting, foundation relationship building, etc.
- Experience hiring, managing, leading, and inspiring teams.
- Track record of compelling written and oral communication; as well as presentation skills and public speaking.
- Project management and organizational skills; ability to manage multiple projects with attention to detail, track progress toward achieving objectives and develop long-term plans and follow-through on progress.
- Must be flexible, able to meet deadlines, and complete work in short time periods.
- Excellent interpersonal, written, and verbal skills including keen attention to detail and strong editing skills.
- Willingness and ability to embrace new and innovative fundraising strategies for NMELC.
- Creative, self-starter attitude.
- Time management and flexibility with job duties.
- Ability to work well independently and as a member of a highly integrated and diverse team.
- Ability and willingness to work evenings and weekends, as needed.
- Demonstrated ability to solve problems and manage conflict in a manner that promotes learning and growth.
- Ability to handle confidential matters with integrity



**PREFERRED SKILLS:**

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

**EDUCATION AND EXPERIENCE:**

- We are open to a wide variety of educational and professional experiences.
- Leadership experience, management, and fundraising capacity are key areas we'll be looking at most and are most important to this role.
- Higher education degrees or certifications, professional development experiences that demonstrate preparation in the listed skills are required.
- 5-10 years of professional experience or transferable experiences.
- Formal supervision experience is a plus.

**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 travel will be required.

**APPLICATION DEADLINE: Monday, October 21, 2024**

**Applicants should submit a 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.**

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, parental status, military service, or other non-merit factor. Persons of color, women, and LGBTQIA+ candidates are highly encouraged to apply.

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