



New Mexico Wilderness Alliance

PO BOX 25464, Albuquerque NM 87125 505.843.8696 www.nmwild.org

EXECUTIVE DIRECTOR POSITION DESCRIPTION

The primary function of the Executive Director is to implement the strategic goals and objectives of the New Mexico Wilderness Alliance (NMWild) in accordance with the organization's mission. This includes interacting with members, coalition partners and the Board of Directors in implementation of these strategic goals and objectives.

The Executive Director provides direction and leadership to the NMWild staff toward the achievement of the organization's mission, strategic goals and objectives, and meeting daily operational requirements. S/he will have a passion for wilderness and the NMWild mission and will demonstrate high ethical standards in carrying out her/his responsibilities. S/he will have a strong sense of purpose and be a strong organizational leader, with skills, capacity and drive to ensure that the organization has (a) a strong financial base, (b) a highly focused, effective and efficient staff team in place, (c) a healthy and productive relationship with the Board of Directors, and (d) respect and influence in the broader community of conservation organizations.

The Executive Director reports to the Board of Directors and is accountable for:

- Program, Campaigns and Advocacy. Oversees the design, marketing, promotion, delivery and quality of NMWild campaigns, programs and services. S/he ensures that the conservation goals and strategy of Board and Staff are addressed and participates directly in campaign advocacy as needed.
- Support for Board Operations. Supports operations and administration of board functions by providing appropriate information and advice to the board and assuring effective interfacing between the board and staff.
- Financial, Tax, Risk and Facilities Management. Works with the Board Finance Committee to develop a yearly budget, subject to board approval, and prudently manages the organization's resources within the budgetary guidelines and in accordance with applicable laws, regulations and sound management practices.
- Human Resources Management. Works with Board Personnel Committee to update personnel policies, and effectively manages the human resources of the organization within the provisions of approved personnel policies and procedures and in accordance with applicable laws and regulations.
- Community and Public Relations. Assures the organization and its mission, programs, products and services present a strong, positive image to relevant stakeholders. This includes maintaining positive relations with government agencies, legislators, staff, media and other conservation groups, and the development of material for the NMWild newsletter and other publications as needed.
- Fundraising. Oversees fundraising planning and implementation, and ensures that the fundraising efforts are carried out effectively and professionally. As appropriate, the Executive Director will meet regularly and develop relationships with key funding sources.

In addition to the above specific functional responsibilities the following general job performance categories, among others, will be used as criteria for job performance reviews of the Executive Director's position:

- Commitment to excellence: maintains high standards in performing job responsibilities and inspires confidence in the quality of her/his work.
- Team work/interactions: maintains effective and positive working relationships with Board, staff and external contacts.
- Staff development: provides effective, timely and regular feedback and coaching to staff; gives staff appropriate recognition of their accomplishments; and creates and nurtures an effective team environment.
- Communications: communicates well both orally and in writing; effectively presents ideas and information, and keeps the right people informed of ongoing opportunities and problems.