

EXECUTIVE SEARCH ANNOUNCEMENT

The **Northern Rio Grande National Heritage Area, Inc.** is seeking candidates for the position of **Executive Director**. The search is now open and will continue through **December 13, 2021**. Interested candidates are encouraged to review the website, www.riograndenha.org with particular attention to documents in the “What We Do” section, including the original Management Plan. Visit the website to obtain a complete position description, and to submit an online application and upload cover letter and resume documents.

NRGNHA Non-Profit Executive Director Job Description

Candidates for the position of Executive Director shall demonstrate a strong work ethic, familiarity with the tri-county area served by NRGNHA and a proven history of transparent, high-integrity leadership. The position requires a deep understanding of nonprofit organizational management, including strategic thinking and planning, program development, and staff development. Extensive knowledge of accounting, budget preparation and reporting, and financial management of federal funds is required. Candidates must show an ability to recruit, hire, and retain staff in order to successfully leverage resources, and an ability to generate new revenue streams through fundraising and philanthropy. Strong written and oral communication skills are necessary to effectively communicate the organization’s strategic mission to donors, volunteers, constituents, and the overall community, and to provide guidance and oversight in the management of sub-grant projects.

NRGNHA is headquartered at the Northern Rio Grande Heritage Center, at 109 E. Paseo de Oñate, Española, NM 87532. Work of the Director is performed throughout the Heritage Area, in support of partnerships and Tribal and community efforts.

TO APPLY:

To obtain more information about the NRGNHA please visit our website: www.riograndenha.org. To apply, visit www.riograndeha.org to submit an online application form, and to upload cover letter, resume, and reference documents directly.

Interested individuals should email their online application form, cover letter, resume and three references no later than December 13, 2021.

Questions may be submitted to recruitment@riograndenha.org. Applications will be reviewed on a rolling basis; NRGNHA encourages qualified candidates to apply early.

DUTIES AND RESPONSIBILITIES:

1. **Board Governance:** The executive director is supervised by a designee of the Executive Committee, usually the president, of the NRGNHA Board with direction from the entire Board of Directors in order to fulfill the organization mission.
 - a. Responsible for leading the NRGNHA in a manner that supports and guides the organization’s mission, as defined by the Board of Directors, and as outlined in the Management Plan and annual Task Agreements.
 - b. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make

informed decisions.

- c. Participate as a non-voting ex officio member of all meetings and committees. Maintain the records, minutes, and financial records of the NRGNHA.
- d. Provides regular updates via email on the progress of committees and subcommittees, and on national issues affecting the viability of the Heritage Area program.
- e. Provides notice of meetings pursuant to NRGNHA Governing Policies and in compliance with the New Mexico Open Meetings Act.

2. **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of the organization.

- a. Responsible for fundraising and developing other revenues necessary to support the NRGNHA's mission, including seeking and managing grants and contracts.
- b. Responsible for the fiscal integrity of NRGNHA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization, and support operating within the approved budget.
- c. Responsible for fiscal management, oversight and direction of financial activities, including maintenance of budgetary and accounting records, management of cash flow to ensure maximum resource utilization, submission of reimbursement requests and maintenance of Federal grant accounting records and reporting, and maintenance of the organization in a positive financial position.
- d. Responsible for oversight and direction of the grants program, including seeking periodic grants solicitations, evaluating and recommending grant awards, and managing and collaborating with contractors and subcontractors pursuant to grants and contracts.
- e. Responsible for understanding and ensuring compliance with National Park Service/Department of the Interior laws and regulations, including Federal funding regulations, and for conformance in relation to ethics, fair human resource policies, environmental and cultural resource laws and other applicable policies as applicable to operating with federal funds.

3. **Organization Mission and Strategy:** Works with board and staff to ensure that the mission and goals and strategies in the Management Plan are fulfilled through programs, strategic planning, marketing, and community outreach.

- a. Responsible for implementation of NRGNHA's programs that carry out the organization's mission and address goals defined in the management plan, including seeking and promoting continuation of federal funding by demonstrating value of programs, accomplishments, and benefits to the community.
- b. Responsible for the strategic planning and community initiatives to ensure that NRGNHA can successfully fulfill its mission into the future. This includes engagement through publications, development of stories and information archives, and promotion of cultural events and activities to enhance awareness and understanding of the cultural heritage.
- c. Responsible for the enhancement of NRGNHA's image by being active and visible in the Heritage Area communities, and by working closely with other professional, civic and private organizations whose goals and priorities complement those of the NRGNHA.
- d. Responsible for community outreach.

4. **Organization Operations:** Oversees and implements appropriate resources to ensure that the operations of the organization are successful.

- a. Responsible for the hiring and retention of competent, qualified staff.
Responsible for the effective administration of NRGNHA operations.

Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

- b. Serve as NRGNHA's primary spokesperson to the organization's constituents, the media, and the general public.
- c. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- d. Oversee marketing and other communications efforts.

QUALIFICATIONS AND REQUIREMENTS

1. Bachelor's degree in business, public administration, community development and planning, non-profit management or a related field. Supplemented by applied studies in history, fine arts, architecture, anthropology, or museum studies. Master's degree preferred.

2. Five (5) years of senior level nonprofit management and leadership experience and demonstrated success in managing a comprehensive fundraising program.
3. Applied experience working with multi-cultural, multi-generational, and multi-gender communities and organizations, with particular emphasis on capacity building, cultural sensitivity, and cultural preservation.
4. Proven track record of success in a leadership position overseeing operations of an organization or program with exposure to federal grant programs, while maintaining solid relationships with staff, board, donors and community.
5. Previous experience managing federal funds, preparing and maintaining budgets, accounting for and administering grant programs, and managing compliance with corporate tax and non-profit reporting.
6. Exhibits strong skills in:
 - a. Visionary Leadership
 - b. Strong written and verbal communication / Public Speaking
 - c. Relationship-building and cultural humility
 - d. Strategic and Organizational Planning
 - e. Financial management
7. Following federal guidelines, applicant must be vaccinated for COVID-19.
8. Working Knowledge of:
 - Computer hardware, software, and peripherals to enter, retrieve, research, and manage budget and grant compliance, development of brochures/ pamphlets, news release, and related software. Common applications such as Word, Excel, PowerPoint, etc.
 - Financial management and budget development practices and procedures.
 - Linguistic diversity of region, e.g. Spanish and/or regional indigenous languages: Bilingual is preferred but not required.

COMPENSATION / BENEFITS

Compensation commensurate with experience. The position carries with it a salary and benefits package commensurate with other National Heritage Areas around the nation.

1. Salary range is \$66,000 to \$88,000.
2. Standard benefits package includes vacation/sick leave, health insurance, and dental insurance.
3. Candidate will provide own transportation to accomplish work requirements.

WHO WE ARE:

The Northern Rio Grande National Heritage Area was established in 2006 through Congressional legislation to preserve and promote the cultural, historical, and recreational resources of the area of three counties in northern New Mexico. National Heritage Areas (NHAs) are designated by Congress as places where natural, cultural, and historic resources combine to form a cohesive, nationally important landscape. Through their resources, NHAs tell nationally important stories that celebrate our nation's diverse heritage. The Northern Rio Grande National Heritage Area comprises 10,000 square miles contained within the boundaries of Taos, Rio Arriba, and Santa Fe counties, and includes the towns of

Taos and Española, and the City of Santa Fe, which is the oldest Capital City in the United States.

The three-county National Heritage Area also includes the eight northern pueblos of Taos, Picuris, Ohkay Owingeh, Santa Clara, San Ildefonso, Nambe, Pojoaque, and Tesuque, most of which occupy the same site, or nearby land, where their 14th and 15th century ancestors lived. The Jicarilla Apache Nation, which has headquarters at Dulce, in western Rio Arriba County, is also within the Heritage Area boundary. Native Americans account for 10 percent of the Heritage Area population, while Hispanics, who are descendants of the 16th Century Spanish colonists, represent another 54 percent of the population. The enduring qualities of the indigenous and Spanish languages and traditions have framed the mystique of Northern New Mexico and shaped the essence of the Heritage Area.

The enabling Congressional legislation established the Northern Rio Grande National Heritage Area, Inc. (NRGNHA), a non-profit organization chartered in New Mexico, as the management entity for the Heritage Area. The Mission of NRGNHA is to sustain the communities, heritages, languages, cultures, traditions, and environment of Northern New Mexico through partnerships, education and interpretation. We accomplish this through a contractual arrangement with the National Park Service (US Department of the Interior), under which we receive annual Federal funds to carry out the strategies outlined in the Management Plan and enumerated in annual Task Agreements. The NRGNHA current annual Federal budget averages \$332,097, and we must match this in cash or with in-kind amounts.

POSITION DESCRIPTION

The Executive Director is the key management leader of NRGNHA, and is responsible for managing day-to-day operations of NRGNHA, including overseeing the administration, programs, grants, and strategic plan of the organization. The position supervises several staff members and volunteers and reports directly to the Board of Directors. The NRGNHA Board of Directors includes one representative from each of the eight pueblos and the Jicarilla Apache, one representative from each of the three county

governments, one from each of the main municipal communities (Santa Fe, Taos, and Española), one representative from the State government, and ten community representatives from throughout the Heritage Area. This broad-based composition permits the Board to fully represent the interests and cultural differences within the entire Heritage Area. This position will work closely with the National Park Service on relative issues, such as, determination of funding allocations, legislative reauthorization, implementation of the Management Plan, and Federal reimbursement and reporting. NPS provides technical assistance related to utilization of Federal funds.

The Northern Rio Grande National Heritage Area is an EEO/AA employer. All qualified applicants who are eligible for employment will be considered for this job without discrimination based on race, color, religion, sex or national origin.

