

**Position Description**  
**“Executive Director”**  
**Northern Rio Grande National Heritage Area**

**Position Summary**

As directed by the National Rio Grande National Heritage Area (NRGNHA) Board of Directors, the Executive Director will:

- Plan, organize, manage, and evaluate the mission and the work of the Northern Rio Grande National Heritage Area.
- Develop strategic plans for programs, funding, staffing, and development of the organization.
- Make recommendations to and assist the work of the Board of Directors.
- Manage volunteers and staff to fulfill the organizational mission and achieve key results established through plans.
- Cultivate, maintain, and develop relationships with constituencies on local, state and national levels to assure effective program performance.

Position offered is full-time (40 hours/week).

**Reporting Relationship**

The position reports to the Board of Directors through the President of the Board of Directors of the organization.

**Essential Duties and Responsibilities**

- Implements and communicates the mission and builds a vision for the organization throughout the NRGNHA.
- Leads in fundraising activities and directs the Board including membership drives, annual endowment campaigns, and the planning and supervision of special fundraising events.
- Develops and directs long range strategic program plans, a comprehensive annual business plan, and budget for the organization in accordance with the Management Plan.
- Coordinates finances with the fiscal agent, Northern New Mexico College.
- Coordinates task agreements with the National Park Service and other funding agencies.
- Oversees the grant program and ensures that all grant awards meet the requirements of the fiscal agent.

- Provides leadership and direction for heritage development programs, services, finances, communications and constituency relationships.
- Makes hiring recommendations to the Board of Directors, manages and directs the work of paid and volunteer staff and/or consultants including their recruitment, selection, orientation, and evaluation.
- Provides support to the Board of Directors and keeps them informed including the preparation of agendas, reports, notices and records of meetings. Works with NRGNHA Treasurer to keep apprised of NHA operational finances, expenditures, and budgets.
- Develops and administers policies and procedures for the appropriate conduct of office and business operations including planning, budgeting, marketing, fund development, evaluation of programs, and contract administration.
- Maintains and supports all governmental relationships including contact with representatives of State and Federal offices, commissions, bureaus, and services.
- Administers and manages the development, application, negotiation, and evaluation of grants, loans, and contracts for the organization.
- Oversees and assists the Board in fundraising activities including membership drives, annual endowment campaigns, and the planning and supervision of special fundraising events.
- Develop collaborate partnerships consistent with the organizations mission.
- Implements the public communication and outreach campaign including writing and distributing press releases and public service announcements to promote National Heritage Area activities and events. Assists with developing and updating the NHA website on a regular basis. May create promotional materials as needed.
- Works with the Recruitment Committee to develop an effective program of Board member identification, selection, development, and evaluation.
- Prepares an annual report on the progress, accomplishments, services, and benefits of the organization.
- Serves to facilitate community consensus and maintains positive project image with media and the community.
- Resolves potentially complex politically sensitive issues that may arise in performance of work assignments.
- Performs other related duties as assigned.

## **Knowledge, Skills & Abilities**

### *Knowledge of:*

- Computer hardware, software and peripherals to enter, retrieve, research, and manage budget and grant compliance, development of brochures/pamphlets, news releases, and related software. Common applications such as Word, Excel, PowerPoint, etc.
- Financial management and budget development practices and procedures.
- Spanish or any of the tribal languages spoken in the NRGNHA is preferred but not required.

### *Knowledge, Skill and Abilities In:*

- Knowledge of the history and culture of the area.
- Effective oral and written communications. Demonstrated grant-writing skills and experience in public relations work are a plus.
- Network with public and private entities to solicit funding for historical and other authorized projects.
- Create and maintain a positive image among community groups, individuals, media and government entities.
- Lead, supervise and delegate duties to organizational staff, volunteers, etc.
- Handle and prioritize multiple tasks or priorities.
- Negotiate and mediate multiple contracts and agreements among Federal, State, Regional, community, private foundations and private developers or organizations.
- Establish and maintain effective working relationships with others.

## **Physical Requirements / Work Environment**

- Ability to perform and monitor essential functions, and to complete data entry.
- Extensive public speaking.
- Some travel/driving is required. NRGNHA is comprised of three counties, so some travel within the NHA is required. Additional travel to national conference, regional or state meetings may also be required.
- Requires use of your private vehicle. Individual must be physically capable of operating the vehicle safely, and must possess a valid New Mexico Driver's license. Mileage tracked for NHA business may be reimbursed, not to exceed the federal rate allowable.

### **Minimum Qualifications**

- Residence within the NRGNHA is preferred.
- Bachelor's degree required, masters or PhD degree preferred, in a related field.
- Three years of progressive administrative experience in managing budgets, programs, staff and program implementation, within a non-profit organization preferred.
- Demonstrated skill in fundraising, communications, leadership, management, negotiations, budgeting and program evaluation.
- Interest and knowledge of heritage development, tourism, interpretation, and community-based economic development as it relates to the mission and work of the organization.
- Deep commitment to learning and personal professional development.

### **Salary/Benefits**

Starting salary approximately \$50,000-62,000, commensurate with experience, plus benefits.

### **Contact Information**

Willow Powers  
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Northern Rio Grande National Heritage Area

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