Organization: New Mexico Alliance of Health Councils
The mission of the NMAHC is to improve the health of New Mexico communities by supporting and strengthening the state’s 39 county and tribal health councils.

Job Description: NMAHC Executive Director (part-time, contracted position)

Application deadline: March 13, 2020

Responsibilities include but are not limited to:

1. Leadership and Administration
   • Responsible for overall organizational leadership, coordination and administration
   • Leads and coordinates contractors and/or employees including Partnership Managers, Administrative/Communications Coordinator, and other staff as necessary
   • Executes and administers grants and contracts including reporting and developing partner relationships with other organizations
   • Acts as the principal liaison with NM Department of Health, NM Public Health Association, NM Public Health Institute, Presbyterian Healthcare Services other entities that foster public health, equity values, and public participation
   • Provides strategic direction to NMAHC Board of Directors
   • Provides vision and works with the Board in maintaining focus and momentum for the organization

2. Organizational planning and development
   • Coordinates annual strategic planning for NMAHC and legislative efforts
   • Leads annual Statewide Meeting of health councils in coordination with staff
   • Coordinates monthly Board of Directors meetings
   • Prepares funding proposals and grant applications, often in collaboration with other partners
   • Oversees marketing, outreach (print and other media), website content and social media

3. Finance
   • Works with Administrative Coordinator to achieve financial goals
   • Develops annual budget
   • Oversees financial monitoring and reporting (with Board Treasurer)
   • Ensures timely completion of required state and federal documentation
   • Oversees preparation of 990 (with outside accountant)
4. Policy
   • Provides administrative support to NMAHC Policy Committee
   • Coordinates reporting and liaison with NM State Legislature, including providing information to legislative committees
   • Coordinates annual Public Health Day at the Legislature and other policy initiatives

5. Support for County and Tribal Community Health Councils
   • Coordinates with staff, health councils and partners
   • Coordinates planning and presentations at statewide and regional gatherings of health councils
   • Develops and implements training and technical assistance activities for/with health councils
   • Disseminates information to health councils regarding resources, events, learning opportunities

Qualifications
   • Knowledge and experience with New Mexico’s health council system
   • Minimum 5 years experience in non-profit leadership, administration and management
   • Strong written and oral communication skills, and computer skills
   • Experience with resource development and grant proposals
   • Knowledge and experience in public health and community organizing
   • Commitment to and understanding of community health improvement through collaborative action
   • Strong personal interaction skills and ability to manage high-performance teams, set and achieve strategic objectives, manage a budget, and work as part of a team

Working Conditions
   • Contract position - up to 20 hours/week, flexible schedule
   • Compensation: $35.00/hour plus NM Gross Receipts Tax
   • In-state travel required; Mileage paid for in-state travel as needed and dependent on funding
   • Collaborative team work in a virtual environment
   • Position dependent on availability of funding

Please send resume and cover letter to:
Terrie Rodriguez, Executive Director
New Mexico Alliance of Health Councils
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