



NEW MEXICO WOMEN.ORG

*Advancing Opportunities for Women and Girls.*

**Position title:** Deputy Director

**Reports to:** Executive Director

**Location:** Central to Northern New Mexico with travel to Santa Fe and statewide

**Exempt/Non-exempt status:** Exempt, full-time, 32 hours per week

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## **Background**

NewMexicoWomen.Org (NMW.O) advances opportunities for self-identified women and girls statewide so they can lead healthy, self-sufficient, and empowered lives. The strategic focus of our work is gender justice and healing. Gender justice encompasses social, environmental, racial, and economic justice issues with an underlying commitment to end patriarchy. Healing, a process of restoring health from an unbalanced or unhealthy state, is a priority because communities statewide emphasized it as both a powerful restorative process and outcome unto itself.

### ***Strategic Goals:***

- **Strengthen** the gender justice movement in New Mexico by partnering with organizations primarily led by, or serving self-identified women of color, low income, immigrant, and rural communities.
- **Serve** as a hub and resource to amplify the work of those supporting or working towards gender justice and healing at the grassroots level.
- **Increase** philanthropic investment in organizations working on gender justice and healing for self-identified women and girls in New Mexico.
- **Shift** the narrative around gender justice, healing, and intersectional feminism in New Mexico.

## **Summary of Position**

NewMexicoWomen.Org, is seeking a highly skilled, values-aligned Deputy Director (DD) to join our growing team. Working with the Executive Director (ED) as a strategic thought partner, the DD will manage and direct the organization's systems, structures, policies, and key priorities, while supporting the health and well-being of NMW.O's work culture and staff.

Additionally, the DD oversees the operational, financial, technical, human resources, and administrative functions of NMW.O to ensure seamless coordination of all internal systems, platforms, and procedures. The DD also provides support with organizational and programmatic activities.

## **Principal Roles and Responsibilities**

***Strategic Leadership of Operations and Team:*** The DD is motivated by creating and strengthening systems and procedures so that the overall organization functions in an efficient, consistent, and equitable way. The DD is a strategic thinker who can translate best practices into action. The DD will:

- Work with the Executive Director (ED) on strategic planning, standardizing operations, and financial management.
- Work with ED and senior leadership on strategic programmatic and operational priorities.
- Communicate strategic goals, priorities, and operational plans to all staff, when appropriate.



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- Assess, initiate, oversee and maintain the standardization of all operating policies and procedures.
- Oversee coordination and engagement with all internal systems and platforms.
- Supervise staff that manage/coordinate operations and resource development.
- Oversee risk management and legal policies, including procedures and activities, letters of agreement, insurance policies, contracts, and leases, etc.
- Manage the organization in the absence of the Executive Director.

**Accounting and Finance:** The DD ensures that the organization is fiscally responsible and operates with sound skills at both a micro and macro level. The DD has an eye for details, maintains impeccable records, and can strategically lead the team to sound and functional fiscal practices. The DD will:

- Lead an annual budget process in coordination with ED and finance team.
- Track financial performance of programs and policies to ensure alignment with organizational and grant budgets.
- Conduct monthly review of finances.
- Work with the program team to prepare and provide program/project budgets and reports as needed to ensure compliance with grants.
- Implement, ensure compliance with, and document accounting policies and procedures and internal control systems.
- Supervise and work with finance team and auditor.
- Oversee annual audit process, ensuring that organization is in compliance with all auditing rules and regulations.
- Assist and train Directors to support successful oversight of grant and program financials.
- Ensure timeliness and accuracy of all grant reporting.
- Serve, along with ED, as primary negotiator and interface with banks, financial advisors, benefits brokers, vendors, and recommend changes/enhancements.
- Provide information to the ED and Board on financial operations and assist the finance team in presenting quarterly and year-end reports to the Board.
- Direct business operations, including monitoring and approval of vendor contracts, invoicing, and payments, etc.
- Oversee contract negotiations and maintain accurate records.

**Human Resources:** THE DD manages internal staff development activities, ensuring that NMW.O's work culture and HR systems are aligned with our social and gender justice values, and are healthy and function effectively. The DD builds the systems, structures, and culture to enact and embody these values and practices. The DD will:

- Offer opportunities for NMW.O staff to develop and practice our values around gender justice and healing.
- Identify professional development opportunities for staff individually and as an organization.
- Work with ED to oversee and supervise human resources personnel policies and procedures, including maintain employee personnel files, oversee payroll and compensation processes, benefits, and annual performance management systems.



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- Work with ED to oversee hiring processes including job postings and descriptions, and recruitment and retention strategies.
- Train appropriate staff on HR and onboarding practices.
- Oversee the onboarding and release of employees.
- Work with ED and senior leadership to update (when needed) and implement annual performance management process.
- Ensure that all human resource-related matters are handled appropriately and in compliance with applicable local, state, and federal regulations and laws.
- Review and revise all HR procedures, systems, and policies on an ongoing basis.
- In collaboration with the ED and Board, update and maintain Employee Handbook.

**Required skills:**

- Demonstrated success leading and managing the financial and business operations of a nonprofit organization.
- Master's Degree or minimum of 7+ years of direct work experience in administration, finance, and budget management.
- Experience as a thought partner with the ability to engage in creative, strategic thinking and to execute priorities and new initiatives.
- Ability to think systemically, holding the whole picture while attending to the mechanics and details of the operations.
- Excellent analytic and abstract reasoning skills.
- Ability to translate nonprofit financial information and data into insights and strategic recommendations aligned with organizational vision, values, and mission.
- Direct experience working with Windows/Office Suite, and demonstrable experience with software platforms and ability to learn them.
- Highly developed supervisory and management skills with a proven ability to mentor and support staff through transformative leadership and collaborative problem-solving practices.
- Commitment to inclusive, anti-racist and intersectional feminist practices and policies.

**Core Competencies:**

- High degree of integrity and dependability with a self-driven work style.
- Demonstrated ability to set priorities.
- Proven track record as an impactful negotiator, team player, and relationship builder.
- Strong attention to detail.
- Ability to prioritize competing tasks and projects.
- Excellent communication skills (written and verbal).
- Willingness to address conflicts or issues as they arise.
- Provides creativity, humility, humor, kindness, and flexibility.
- Strong critical thinking skills, curiosity, and willingness to learn.
- Commitment to developing and strengthening relationships with community members, peers, funders, and partners.
- Solid understanding of gender and social justice frameworks and issues in New Mexico.
- In-depth experience working with New Mexico's diverse communities.



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- Self-reflective approach to work and a willingness to offer and receive feedback in service of professional growth both individually and organizationally.

**Working Conditions:**

- NMW.O encourages work flexibility to ensure a harmonious work-life balance.
- Employees can work from home, with agreed upon expectations, defined goals and clear communication practices.
- Attendance at in-person meetings and team building activities in Santa Fe is required for this position.
- This is a year-round position that may require some evening and weekend hours including statewide travel and occasional attendance to local and national conferences.
- Work requires only minor physical exertion and/or physical strain.
- NMW.O staff are encouraged to engage in movement and self-care practices throughout the day.
- NMW.O is an equal opportunity employer that actively seeks a diverse work force. We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, ancestry, disability, marital status, sexual orientation, gender expression, or any other legally protected status. Self-identified women of color, trans, and non-binary people are strongly encouraged to apply.

**Compensation:** The salary range for this position is \$70,000 - \$75,000 for 32 hours a week, which is considered full time. NMW.O offers competitive benefits and a generous amount of paid time-off.

**To apply:** Send resume, cover letter, a writing sample, and a list of three references to [info@newmexicowomen.org](mailto:info@newmexicowomen.org).

*Disclaimer:* The above information indicates the general nature and level of work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. NMW.O has the right to revise this position description at any time. This position description is not a contract of employment and does not alter employee's at-will employment status.