Position title: Strategic Operations Director (SOD)
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

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 an experienced, creative, values-aligned Strategic Operations Director (SOD) to join our growing team. Working with the Executive Director (ED), the SOD will oversee organizational and financial systems, structures, and policies, while supporting the health and vibrancy of NMW.O’s work culture and staff. The SOD will direct all operational, technical, people and culture, and administrative functions.

Principal Roles and Responsibilities

**Strategic Leadership of Operations:**
- Work with Executive Director (ED) and senior leadership to identify and implement strategic priorities, along with organizational, programmatic, and operational needs.
- Oversee coordination of all internal systems and structures, including the standardization of values-aligned operating policies and procedures.
- Direct business operations, including monitoring and approval of vendor contracts, invoicing, and payments, etc.
- Manage the organization in the absence of the Executive Director.

**Financial Compliance and Oversight:**
- Partner with ED and leadership team to craft and review an annual budget.
- Track financial progress of all programs to ensure budget accuracy and healthy financial margins.
- Work with finance team to ensure compliance with accounting policies, procedures, and reporting requirements.
- Oversee annual audit process.
• Manage grant reporting processes in collaboration with ED and Program team to ensure timeliness and accuracy of all submissions.

Management of People and Culture:
• Identify professional development opportunities for staff in addition to team building, healing, and community care activities.
• Work with ED to oversee and supervise the application of personnel policies and procedures.
• Oversee payroll and compensation processes and benefits.
• Work with ED and leadership team to update and implement annual performance management process.
• Work with Operations team to oversee values-aligned hiring processes including job postings and descriptions, and recruitment strategies.
• Supervise staff who manage and coordinate Operations and Resource Development.
• Oversee the onboarding and training of new staff as well as employee exit procedures.
• Ensure that all human resource-related matters are handled appropriately, with a social justice lens, and in compliance with applicable local, state, and federal regulations and laws.
• In collaboration with the ED and Board, update and maintain Employee Handbook with a values-aligned gender and social justice lens.

Required Experience, Education and Skills:
• Demonstrated success leading and managing the business operations of a nonprofit organization.
• Master’s Degree and/or minimum of 7+ years of direct work experience in operations, administration, and/or people and culture (human resource) management.
• Financial acumen and experience with non-profit financial systems and budgeting processes.
• Highly developed supervisory and management skills with a proven ability to mentor and support staff through transformative leadership and collaborative problem-solving practices.
• Ability to think systemically and strategically, holding the larger vision while attending to the mechanics and details of the operations.
• Excellent analytic and abstract reasoning skills.
• Experience working with a growing nonprofit.
• Ability to anticipate needs of the organization as they emerge.
• Direct experience working with Windows/Office Suite, and demonstrable experience with various software platforms and ability and willingness to learn new platforms.
• Commitment to healing justice and to inclusive, anti-racist and intersectional feminist practices and policies.
• In-depth experience working with New Mexico’s diverse communities.

Core Competencies:
• High degree of integrity and dependability with a self-driven work style.
• Demonstrated ability to set priorities and multi-task.
• Impactful negotiator, team player, and relationship builder.
• Strong attention to detail.
• Strong critical thinking skills, curiosity, and willingness to learn.
• Excellent communication skills (written and verbal).
• Willingness to address conflicts or issues as they arise.
• Creativity, humility, humor, kindness, and flexibility.
• 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.
• 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 and/or at our Santa Fe 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/or 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 $83,000 - $85,000 for a 32-hour work week, which is considered full-time. NMW.O offers competitive benefits including health, dental and vision insurance, an annual healing and self-care stipend, a retirement plan match, flexible work schedule, and generous amounts of paid time-off.

**To apply:** Send resume, cover letter, a writing sample, and a list of three references to info@newmexicowomen.org. This position is open until filled.

**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.