

## JOB DESCRIPTION

### JOB INFORMATION

Job Title	Director of Human Resources and NMSAH Operations	
LOCATION	Office <input type="checkbox"/>	Remote <input checked="" type="checkbox"/>

### JOB SUMMARY

Provides strategic leadership for NMCSAP’s Human Resources department. Works directly with the Executive Director to develop and implement performance evaluation, coaching, conflict resolution, and professional development processes and systems that are guided by the organization’s values. Ensures the organization is compliant with all federal, state, and local laws and regulations regarding human resources policies and practices. Leads the operational support and development of the NMSAH.

### REPORTS TO

Executive Director

### DUTIES AND RESPONSIBILITIES

- Provides strategic leadership for NMCSAP’s Human Resources department.
- Research and incorporate local, state, and federal regulations into all office policies, procedures, and standards developed.
- Review and update all human resources documents, including job descriptions and evaluation processes.
- Work with the Executive Director to develop and implement performance evaluation, coaching, conflict resolution, and professional development processes and systems that are guided by the organization's values.
- Supervise office administrative staff.
- Support Human Resources Coordinator in the recruitment process, from job postings, interview coordination, onboarding and off-boarding protocols.
- Work closely with the Leadership team on the operational development of the NMSAH to include staffing, work policy and financial management.
- Expertise in grant writing and reporting.
- Participate in regular professional development opportunities.
- Embodies the values, philosophy and integrity needed to lead at a coalition level.
- In coordination with key NMCSAP staff, contribute to training development as needed.
- Undertake additional responsibilities as assigned to further the mission of NMCSAP.

### SKILLS AND SPECIFICATIONS

- Strong commitment to preventing sexual violence and all forms of oppression.
- Strong leadership skills.
- Ability to use professional judgment and practice patience; ability to communicate organizational priorities.
- Ability to foster and maintain strong relationships with staff, board, partners, and community members.
- Knowledge of current trends and best practices in human resource management.
- Ability to effectively promote and advocate for organizational priorities.
- Competence in establishing and refining quality assurance processes and systems within complex

organizations.

- Understanding of operational systems and best practices within a nonprofit organization.
- Ongoing practice of and commitment to anti-racism, including an understanding of anti-racism as relevant to the historical and contemporary policy landscape in New Mexico.
- Resides in New Mexico.

## **MINIMUM EDUCATION AND QUALIFICATIONS**

- A Bachelor's degree in Business Administration, Nonprofit Management, Public Administration, or a related field.
- A minimum of 7 years of experience in administrative leadership within a nonprofit organization.
- A proven track record in grant writing and management.
- Strong interpersonal skills and the ability to work collaboratively across diverse teams.
- Exceptional written and verbal communication skills.

## **SALARY/BENEFITS**

- Salary commensurate with education and experience. (Range: \$75k-\$90k)
- Full-Time (30-40 hours per week)
- Health Insurance - 100% paid by employer (+ employee payments for higher level of insurance)
- Flexible work hours and location
- Some travel required throughout NM. One national conference/meeting required annually.

## **TO APPLY:**

- Please send Cover Letter, Resume and three references to Alexandria Taylor, Executive Director (she/her) at alexandriat2@nmcsap.org

New Mexico Coalition of Sexual Assault programs is an equal opportunity employer. NMCSAP offers a robust and competitive compensation package to all eligible employees, which includes, but is not limited to: vacation, sick, and paid holidays. Employee will be eligible for medical, dental, vision, supplemental insurance, group life insurance, and retirement plan. NMCSAP values diversity, equity, and inclusion in the workplace. NMCSAP values the importance of addressing issues of racism, homophobia, transphobia, ableism, and other issues of oppression in order to make services accessible to all individuals regardless of race; color; sex; gender identity and expression; sexuality; national origin; religion; age; ethnic background; and social economic, immigration, marital, physical, and/or mental status.

"Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. NMCSAP is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. We are an equal opportunity employer, and we strongly encourage people of color to apply for open positions".