Job Description
Executive Director of New Mexico Social Justice and Equity Institute
Legally known as McKinley Community PLACE MATTERS
February 2017

Organizational Purpose:

New Mexico Social Justice and Equity Institute (NMSJEI) is a non-profit organization in the Northwest Region of New Mexico, which serves McKinley and San Juan Counties. At this time, the nonprofit organization is legally known as McKinley Community PLACE MATTERS. The organization’s mission is to change systems that perpetuate environmental health disparities related to the impacts of institutional racism and multi-generational trauma, by building the capacity and empowering participating communities within the county to impact equitable policy change. The non-profit has the following initiatives:

- McKinley Collaborative for Health Equity
- San Juan Collaborative for Health Equity
- The Rainbow Naatsiilid Program
- Addressing the Health Impacts of Wage Theft

The non-profit and its initiatives serve as a partner and grantee of the New Mexico Health Equity Partnership (HEP), an initiative at the Santa Fe Community Foundation. HEP believes every New Mexican should have the opportunity to lead a healthy life, to live in neighborhoods where children and families thrive, and have a say in the decisions that impact their communities and their lives. The Santa Fe Community Foundation currently serves as the temporary fiscal sponsor for the non-profit until July 31, 2017.

Executive Director – Position Description Summary

The Executive Director of the NMSJEI will work on a full-time basis. The Executive Director reports to the Board of Directors and has the overall strategic and operational responsibility for the nonprofit’s staff, contractors, programs, and execution of the vision and mission. The individual will develop deep knowledge of health equity, community engagement, and the core programs. The organization seeks to reduce health disparities in McKinley and San Juan counties by identifying the root causes of poor health outcomes. It also provides critical data and information regarding the unfair and avoidable difference in health status caused by the social conditions of where people are born, grow, live, work and age.

The Executive Director will also be responsible for coordinating the McKinley Community Collaborative for Health Equity activities. This includes:

- Working with Red Water Pond Road Community Association on advocating for housing preference during the Superfund cleanup process and other matters relevant to the community’s concerns;
• Addressing the health impacts of wage theft;
• Working to raise the concerns of Indigenous lesbian, gay, bisexual, transgender and queer concerns (The Rainbow Naatsiiłid Program); and
• Building a regional partnership with San Juan Collaborative for Health Equity to address racial injustices.

The organization works to create and sustain collaborative partnerships in the Northwest Region of New Mexico as well as support a vibrant, equitable community that respects and honors all individuals.

The position includes some night and weekend hours given the duties and responsibilities below.

Organizational Responsibilities includes:

Leadership and Management:
• Ensure ongoing programmatic excellence, rigorous program evaluations, and consistent quality of finance and administration,
• Recommend timelines and resources needed to achieve the strategic goals,
• Actively engage and energize nonprofit volunteers, board members, partnering organizations, and funders,
• Seek and build board involvement with strategic direction for ongoing local operations,
• Ensure effective systems to track progress and regularly evaluate program components that can measure success, which can be effectively communicated to the board of directors, funders, and other stakeholders,
• Supervise staff, contractors, lead coalition meetings and work effectively with diverse partners,
• Set up financial and organizational protocols with the board to ensure the non-profit can transition from its fiscal sponsorship; and
• Manage budgets, grant reporting, and donor expansion.

Fundraising:
• Expand local revenue and fundraising activities to support existing programs, general operations, and regional expansion such as writing grants or conducting annual fundraising event with new and potential donors, and
• Use external presence and relationships to garner new opportunities.

Planning and Organizational Development:
• Revise and facilitate a strategic planning process for program advancement and organizational expansion,
• Build new partnerships such as establishing relationships with funders, donors, decision makers, and community leaders to expand programs, and
• Be an external presence that promotes programs.
Community Engagement:
- Engage and educate the general public and decision makers around social determinants of health (racism, wage theft, uranium mining, discrimination towards LGBTQ people) in a way that promotes where we live, learn, work, play and age influences our health, and
- Sustain a broad multi-sector coalition composed of diverse leaders, community members and stakeholders from throughout the county who are committed to advancing health equity and reducing racial tensions.

Major Coordination Duties and Responsibilities:

1. Convene a monthly McKinley Collaborative for Health Equity team meeting, which can align with other initiatives if needed. Build on the team’s broad multi-sector coalition composed of community leaders and other entities to advance health equity. Given community members are limited in their time and availability, it is critical to know how to best engage community members based on accessibility.

2. Support community members in creating their action items based on shared power and needs while providing health equity and cultural education.

3. Center community members most directly impacted by health inequities in leadership roles and engage in training and gathering opportunities.

4. Build and manage effective relationships between the McKinley and San Juan Collaborative for Health Equity team members, decision makers and community members.

5. Work with and supervise the San Juan Collaborative for Health Equity Coordinator and team to ensure goals and benchmarks are being accomplished.

6. Work to develop, refine and/or implement the organizations and San Juan Collaborative for Health Equity’s team communications plan.

7. Participate in New Mexico Health Equity Partnership grant-required quarterly meetings, calls, gatherings, and trainings.

8. Participate in WKKF required evaluation activities, engage in monitoring policy, and monitor and report on indicators of health equity.

9. Executive Director will work to secure a financial advisor and finalize a system to maintain all the nonprofit organizations financial requirements.
Minimum Qualifications:

- 3- 5 years of experience or education in public health, community organizing, facilitating and coordinating projects/activities.
- Experience with supervising staff and contractors.
- Ability to oversee a new non-profit and develop the organization.
- Knowledge of McKinley and San Juan County community engagement strategies that increase participation of local community members to effectively address focus issues related to the team goals.
- Formal training and/or experience working on public health, social justice initiatives, community engagement, facilitation, and/or coalition and capacity building for marginalized populations.
- Ability to create a community driven agenda and partnerships.
- Ability to facilitate community meetings and education/information meetings.
- Ability to understand and articulate existing conditions of health inequities in McKinley and San Juan County.
- Excellent oral, written, and listening communication skills.
- Ability to create and articulate existing conditions of health inequities in McKinley and San Juan County.
- Preferred to have Diné cultural understanding and ability to speak different languages such as Diné or Spanish.
- Must be able to travel within and out of state as well as have access to a vehicle and provide proof of insurance coverage and current driver’s license.
- Demonstrates successful work with diverse and rural communities.

Other Considerations

- Preferred to have Diné cultural understanding and ability to speak different languages such as Diné or Spanish.
- Must be able to travel within and out of state as well as have access to a vehicle and provide proof of insurance coverage and current driver’s license.
- Demonstrates successful work with diverse and rural communities.

Reports to: The Board of Directors of McKinley Community PLACE MATTERS. This individual will coordinate with Jessica Jensen, with the New Mexico Health Equity Partnership regarding the transition from fiscal sponsorship with the Santa Fe Community Foundation.

Compensation & Benefits: The annual salary is $55,000 to $70,000. The position will be an individual contract position for the first 6 months. Following a 6 month review, the position may shift to an employee position. This is a grant-funded position until December 2018 contingent upon fundraising 10% by the end of 2017. The continuation of the position is contingent on future funding.

Location of Office: At this time, there is no physical office location. The Executive Director will be working from home and virtually until a location becomes determined.
Application Materials and Submission Process:
Deadline Friday February 24, 2017 or open until filled

1. Cover letter explaining your interest in this position
2. Current resume
3. 3 references with contact information and title included

Send Materials To:
NMSJEI
c/o McKinley Community PLACE MATTERS
PO Box 2931
Gallup, NM 87305

Or email mcplacematters@gmail.com