



Animal Protection of New Mexico Employment Opportunity
Posting Date: September 2018

Organization: Animal Protection of New Mexico (APNM) is a statewide nonprofit animal advocacy organization that started in 1979, with a paid staff of about 18 individuals and numerous volunteers. With offices in Albuquerque and Santa Fe, Animal Protection of New Mexico is an equal opportunity employer whose work, approaches, and decisions are informed by guiding principles. Our dedication to employee health and wellness is reflected in the generous benefits package we offer, including opportunities for mindfulness training to help employees build resilience over time, the ability to earn flexible work arrangements, and more.

Job Title: Chief Development Officer

Employment Start Date: Immediately

Employment Category: Regular, exempt, full-time employment

Compensation & Benefits: Competitive salary, generous paid time off, 100% employer paid health insurance, 70% employer paid dental insurance; employee paid group vision insurance, and up to 1% of salary employer contribution to a 401k retirement plan annually.

Location: Based primarily in APNM's Santa Fe office, but may also need to occasionally work from APNM's Albuquerque office.

Reporting: This position reports to the Executive Director. A Donor Relations professional reports to this position.

Summary of Position:

Responsible for maintaining short- and long-term development plan, including measurable benchmarks for success. Responsible for managing and implementing and/or ensuring the implementation of all aspects of APNM's development functions, including donations, major gifts, planned gifts, special events, foundation research and proposals, donor acknowledgement and stewardship, donor prospecting, board fundraising capacity-building, donor solicitations, and development-related collateral material.

Skills and Competency Areas:

- Excellent assessment and planning skills, including the ability to identify issues, articulate potential solutions, and identify tools that facilitate positive outcomes
- Ability to implement a plan, overcoming obstacles along the way using creativity and innovation, and commitment to completing tasks
- Ability to effectively and professionally communicate and work with a diverse constituency (diverse in ethnicity, gender, age, opinions, etc.)
- Excellent “people skills” including collaboration, persuasiveness, sensitivity to others, empathy, team and rapport building, listening skills, conversational ease, flexibility, and assertiveness
- Desire to work in and support a team environment and its goals; experienced with team leadership, and effective human resource and project management
- Self-motivated and self-confident
- Excellent persuasive and professional writing skills
- Excellent written and verbal communication skills, including presentation skills
- Can respond with flexibility to reasonable changes in work priorities and circumstances
- Highly organized with the ability to manage multiple tasks simultaneously while meeting deadlines
- Macintosh computer-literate, and experienced in using a variety of computer software programs including e-mail, Microsoft Office products, web-based software products, databases, and social media
- Familiarity with New Mexico strongly preferred

Travel Requirements: Some travel around New Mexico is expected, with most work likely taking place in the metro areas of Albuquerque, Santa Fe, and Las Cruces. Must have a valid New Mexico driver’s license and be able to use personal vehicle for work-related travel.

Minimum Physical Requirements: Must be able to perform job duties in a normal office/work environment.

Education/Experience Requirements:

- College degree required, with at least five years relevant experience in nonprofit development, including major gifts, foundations, strategic planning

Applying: Send resumé and cover letter via email to Daniel Abram, Deputy Director, daniel@apnm.org