



Animal Protection of New Mexico Employment Opportunity

Job Title: Chief Program Services Officer

Posting Date(s): February 12, 2020, until filled

Employment Start Date: As soon as possible

Employment Category: Regular, Exempt, Full-time

Compensation: APNM Salary Level 6

Location: Albuquerque or Santa Fe office

Reporting:

Chief Program Services Officer position reports to Executive Director;
Positions reporting to Chief Program Services Officer: Education Director, CARE/EPF Helpline Manager, Cruelty Hotline Manager

Summary of Position:

Position Responsibility: To bring about systemic change in animal practices and policies in New Mexico by ensuring robust and effective program services that augment organizational program and policy efforts.

Primary Responsibilities and Duties:

- Develop and ensure effective implementation of Humane Communities projects in target communities in New Mexico, including McKinley County, Mora County, Santa Fe County, City of Albuquerque, and Guadalupe County
- Ensure the effective implementation of the Teaching Compassion for Animals program and its services
- Ensure the appropriate delivery of superior services through APNM's Helplines and Hotlines
- Ensure the management of prioritized local ordinance improvement projects
- Prioritize, plan, and implement efforts that support animal control/care, animal shelter, and spay/neuter programs

Animal Protection of New Mexico, Inc. APNM.org info@apnm.org

ALBUQUERQUE: PO Box 11395 Albuquerque, NM 87192 505.265.2322 505.265.2488 (fax)

SANTA FE: 1111 Paseo de Peralta Santa Fe, NM 87501 505.445.0500

- Evaluate and implement adjusted strategies for APNM's priority community programs

Skills and Competency Areas:

- Experience with effective management and team leadership
- Ability to assess and solve problems, identify issues and address conflicts, and articulate potential solutions
- Ability to effectively and professionally communicate and work with a diverse constituency (diverse in ethnicity, gender, age, opinions, etc.)
- Excellent "people skills," including negotiation skills
- Desire to work in and support a team environment and its goals
- Self-motivated, self-confident, persistent, resourceful
- Excellent and persuasive writing skills, verbal communication skills, and listening 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
- Computer-literate and experienced in using a variety of computer software including e-mail, Excel, Word, Powerpoint
- Familiarity with New Mexico required

Travel Requirements:

Only occasional/intermittent travel is required to locations throughout New Mexico. Valid NM driver's license, vehicle, and insurance required.

Minimum Physical Requirements: No special requirements

Education/Experience Requirements:

- Experience working with local, state, and/or federal government employees and policymakers to plan, implement, and assess policies and programs
- Experience in researching and pursuing program funding from private and other sources
- Bachelor's degree required.

How to Apply:

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