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
• 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.