Animal Protection New Mexico Employment Opportunity

**Job Title:** Chief Administrative Officer

**Posting Date(s):** February 1, 2022

**Employment Start Date:** ASAP

**Employment Category:** Regular, Exempt, Full-time

**Compensation:** Range: $70,385-$105,578. Candidates with 10 years of experience would earn $79,183.

**Location:** Albuquerque or Santa Fe region; all employees are currently working remotely from home

**Reporting:** To Executive Director (ED); Positions reporting to CAO: Human Resources Generalist; Operations Manager; Office Manager

**Summary of Position:**

**Responsibility:**
Responsible for ensuring flexible, reliable, smooth, and comprehensive administrative, information technology, and human resource systems that lead to productive, effective, and supported employees in a growing organization. Also responsible for participating in strategic and higher-level planning with leadership team and ED.

**Duties:**
- Ensure smooth day-to-day operation of organization’s administrative, information technology, physical plant, and human resources functions
- Collaborate with colleagues to develop improvements to departmental policies, processes, and procedures
- Organize and coordinate inter- and intradepartmental operations
- Assess organizational policies and recommend improvements
- Ensure compliance with all local, state, and federal laws pertaining to nonprofits
- Renew all insurance policies for all organizational entities annually
• Develop and implement plans for manager onboarding and ongoing training
• Recommend organizational improvements
• Participate in business and strategic planning
• In conjunction with ED and board, plan and implement diversity, equity, and inclusion training and program
• Attend board meetings as support to ED, and ensure board information and document administration

**Skills and Competency Areas:**
• Excellent verbal and written communication skills
• Advanced computer skills, aptitude for learning and applying software tools
• Problem-solving skills and resourceful thinking
• Exceptional leadership skills
• Strong interpersonal skills
• Strategic planning skills
• Strong critical thinking skills
• Strong aptitude for decision-making
• Strong collaboration and teamwork skills
• Excellent organizational skills and attention to detail
• Strong project management skills

**Travel Requirements:** Occasional travel between Albuquerque and Santa Fe under non-COVID circumstances.

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

**Education/Training/Experience Requirements:**
• Bachelors or Masters degree in Business Administration
• Minimum of 5 years of experience as an Administrative Officer, including practical experience in administration and operations/office management, business functions, human resources, information technology solutions, business software, and databases.
• Strong knowledge of human resources laws and regulations
• Working knowledge of government regulations for businesses
• Knowledge of fiscal planning, budgeting, reporting
• Strong experience managing employees
• Strong experience with MS Office suite, databases, Macintosh platform
• Preferred candidates will have experience with planning and implementing diversity, equity, and inclusion programs

**How to Apply:** Only qualified candidates should send resumé and cover letter via email to Jodi Beers, at jodi@apnm.org.