



Animal Protection New Mexico Employment Opportunity

Job Title: Chief Administrative Officer

Posting Date(s): December 2022

Employment Start Date: January 2023

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: Operations Manager; Office Manager

Summary of Position:

Responsibility:

Responsible for ensuring flexible, reliable, smooth, and comprehensive human resources, information technology, and administrative 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 legal compliance and smooth day-to-day operation of organization's human resources (HR), information technology (IT), and administrative (Admin) functions (including insurance)
- Ensure smooth management of organization's "physical plant"/offices
- Collaborate with colleagues to develop improvements to departmental policies, processes, and procedures intersecting with HR/IT/Admin
- Organize and coordinate inter- and intradepartmental operations
- Assess employment policies and recommend improvements to ED for board consideration

Animal Protection 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

- Ensure compliance with all local, state, and federal laws pertaining to nonprofits
- Ensure development and implementation of staff training plans
- Recommend organizational improvements
- Participate in organizational strategic planning
- In conjunction with ED and board, plan and implement program to center diversity, equity, and inclusion in the workplace
- 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

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

Education/Training/Experience Requirements:

- Bachelors degree (J.D. preferred)
- HR certificate (PHR, SPHR, SHRM-CP, or SHRM-SCP)
- Minimum of 5 years experience as an Administrative Officer, including practical experience in human resources, information technology solutions, administration and operations/office management, business functions, business software, and databases.
- Strong knowledge of human resources laws and regulations
- Strong knowledge of government regulations for businesses/nonprofits
- 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.

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