



Animal Protection New Mexico Employment Opportunity

Job Title: Chief Humane Communities Officer (CHCO)

Posting Date(s): September 1, 2023, until filled

Employment Start Date: As soon as possible

Employment Category: Regular, Exempt, Full-time

Compensation: Competitive salary, generous paid time off, 100% employer paid health insurance, 85% employer paid dental insurance; 30% employer paid group vision insurance, employer contribution of up to 1% of salary to a 401k retirement plan annually, and an employer paid \$10,000 AD&D insurance policy. Full-time Starting Salary: \$71,835 (with no prior relevant experience), with final offer based on demonstrated relevant experience. *(Example: Candidates with 10 years of relevant experience will earn approximately \$80,814.)*

Location: Albuquerque or Santa Fe office, remote work is optional

Reporting:

CHCO position reports to Executive Director; Positions reporting to CHCO: Senior Community Partnerships Director; Education & Outreach Director

Summary of Position:

To bring about systemic change for animals in New Mexico by: leading both divisions of APNM's Humane Communities Department (HCD); conceiving, planning, and implementing strategic fund development efforts for the HCD; and collaborating with staff and stakeholders to plan, develop, support, and ensure implementation of state animal protection infrastructure.

Primary Responsibilities and Duties:

- Ensure effective maintenance and appropriate expansion of the Community Partnership division of the department, including: projects in the target communities of McKinley, Mora, Guadalupe, and San Miguel Counties; CARE Domestic Violence Helpline/Services; Domestic Violence Co-Sheltering project.
- Ensure the effective implementation of the Education and Outreach division of the department, including: the Teaching Compassion for Animals program; Promoting Plant-Based

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

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Eating program; facilitating promotion of NM Public Education Department-mandated Dissection Choice in collaboration with APNM's Animals in Science department.

- Prioritize, plan, and implement efforts that support animal control/care, animal shelter, and spay/neuter programs.
- Conceive, plan, and implement strategic fund development strategies for the HCD.
- Collaborate with other staff and stakeholders to plan, develop, support, and ensure implementation of state animal protection infrastructure and funding.

Required 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
- Excellent interpersonal skills, including aptitude for negotiation
- Desire to work in and support a team environment and its goals
- Self-motivated, self-confident, persistent, resourceful
- Excellent follow-up and goal orientation
- Excellent and persuasive writing skills, verbal communication skills, and listening skills
- Can adapt to reasonable changes in work priorities and circumstances
- Highly organized with the ability to manage multiple projects while meeting deadlines
- Computer-literate and experienced in using a variety of computer software including e-mail, Microsoft suite of products
- Familiarity with and commitment to animal protection issues in NM
- Familiarity with New Mexico

Travel Requirements:

Occasional/intermittent travel is required to locations throughout New Mexico.

Must have (*or obtain within 3-months from the date of hire*) and maintain a current, valid State of New Mexico driver's license; must have and maintain an insurable driving record under APNM's vehicle insurance policy. Any employee using their personal vehicle for APNM business must have and provide proof of current liability insurance that meets or exceeds State-required minimum coverages, or other coverages required by APNM.

Minimum Physical Requirements: Candidates must be able to sit (or stand if preferred) for long periods of time.

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 public sources

How to Apply:

Send resumé and cover letter to hr@apnm.org

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