



**New Mexico Foundation Job Description**

<b>Job Title:</b> NARFZG Program Manager
<b>Department:</b> Program Department
<b>Reports to:</b> Program Director
<b>Location:</b> Santa Fe, NM
<b>Exempt/non-exempt status:</b> Exempt, full-time (32 hours)

**About New Mexico Foundation:**

Established in 1983, New Mexico Foundation (NMF) supports the diverse people, communities, and nonprofits throughout our state. As the only statewide community foundation, NMF has distinguished itself as a nationwide leader in philanthropy through our trust-based, grassroots approach. We work to improve the quality of life for all residents of New Mexico in three main ways:

- 1) We establish funds to provide grants, partnering with local and national philanthropic organizations to build programs and provide community funding.
- 2) We provide investment management and services for donor-advised funds and agency endowments.
- 3) We sponsor about 70 small community organizations as their fiscal agent while they build capacity over time to stand on their own.

**Our Mission**

To steward community resources, build partnerships, and create opportunities that transform lives throughout New Mexico.

**About the Native American Recovery Fund Zone Grant (NARFZG)**

The Native American Recovery Fund Zone Grant is a participatory fund that is working to center Native organizations and people in the infrastructure and governance of funding through key meaningful partnerships with local and regional foundations. The fund is working to address and support the long-term recovery needs of Native American communities impacted by the COVID pandemic in New Mexico and to build a collective pathway that centers community voices and needs. The Fund is housed and led by the New Mexico Foundation (NMF) and currently is supporting work in five specific areas defined as “strategy tables.” They are Family Economic Security, Health Systems, Local Food Systems, Opportunity Youth, and Water Resilience. The grant funding in these areas is supporting organizational capacity and planning for critical recovery work over the next few years. These initial grants are intended to support Native-led groups as they work to build an enhanced recovery infrastructure.

**About this role**

The NARFZG Program Manager supports New Mexico Foundation’s fiscal and administrative oversight of the initiative. This role centers relationships with grantees, funders, and key partners, at large, and provides coordination of the Leadership Network Advisory Group and Core Team. The role works to build and define processes that grow the leadership and governance of the Leadership Network Advisory Group. The NARFZG Program Manager will be supervised by the Program Director.

This position serves as the point of contact for all NARFZG work and should be committed to growing a Native-led infrastructure through this initiative and to managing complex networks and project timelines with enthusiasm, flexibility, thoughtfulness, and a sense of humor. This includes maintaining and developing clear processes to support NARFZ grantees and the Leadership Network Advisory Group.

Preferred background/experience: Someone who has developed processes and systems to support initiatives that center Native communities and programs.

## **Responsibilities**

Reports to the Program Director

- Manages and maintains the organization of all information for the NARFZG using the shared Google Drive, including meeting notes, reports, and other collateral as well as tracking for the Leadership Network and the Core Team.
  - Facilitates critical communication and transparency across the Core Team and the Leadership Network Advisory Network members.
  - Cultivates a culture of openness and information-sharing across the key partners and groups. Encourages open communication, cooperation, and the sharing of knowledge.
  - Participates in meetings to develop ongoing relationship with [Roanhorse Consulting, LLC](#).
- Facilitates and coordinates all NARFZG meetings and necessary details, including drafting agendas, preparing all reference documents, managing NARFZG calendar and coordinating the work plan, timelines, and deliverables for:
  - Leadership Network Advisory Team (approximately 3 - 4 meetings per month)
  - Core Team of funders (approximately 2 meetings per month)
- Works closely with the Core Team and the Leadership Network Advisory Group to develop, implement, and monitor budgets for the initiative. Responsibilities in this area include coordinating and supporting stipends for the Leadership Network Advisory Group, as well as tracking any expenditures, including grants and event expenses.
- Manages complex stakeholder relationships. Collaborates effectively with partners to plan, implement, and activate recommendations from the Core Team and the Leadership Network Advisory Group.
- Serves as a liaison between NARFZG (project) evaluators and Core Team, the Leadership Network and grantees.
- Works with the New Mexico Foundation Program Director to manage and monitor grant awards. Supports grantees in coordinating technical assistance needs from consultants. Strengthens and nurtures grantee relationships through regular, virtual and in-person communication.
- Presents meeting/convening results and/or findings visually, orally, and in writing, as appropriate. Contributes visual and written materials to reports, publications, and proposals. Supports the development of briefs, presentations, and reports that describe and interpret findings and provide actionable insights.
- Drafts reports, one-pagers, and write-ups with the ability to present project updates to key stakeholders in diverse formats and settings, such as conferences and to funders.
- Coordinate events to help guide the Core Team and Leadership Network Advisory Group. Events throughout the year include grantee and/or funder convenings, as well as monthly events (i.e workshops, webinars, etc.)

## **Core competencies**

- Strong project management experience and experience working with diverse stakeholders.
- Strong administration and project management experience including the ability to prioritize conflicting needs. Strong organizational skills.

- Good relational skills (including with people from a diverse range of backgrounds) and the ability to work collaboratively as part of a team. Personable and able to influence others whilst maintaining supportive, collegial relationships.
- Demonstrated high-level writing ability and attention to detail. Experience with preparing communications including submissions and reporting.
- Experience working within a diverse team and ability to build strong relationships with staff, management, and stakeholders.
- Experience managing budgets, contracts, and reports.
- Preferred experience managing people, both staff and sub-contractors.
- Strong communication skills highly desired.
- Experience with collaboration tools (we use Slack, Otter.ai, Google Drive, Miro).
- Lived experience is critical. Additionally, someone who has worked in/around Indigenous and Native communities or other overlooked peoples. There are many structures built to disenfranchise Indigenous and overlooked entrepreneurs, leaders & ideas, and as we do the work of repairing and connecting these folks and their communities, it is critically important for this role to have empathy with the people we serve.

**Educational/Experience Requirements:**

- Bachelor's degree in relevant field
- Ten or more years of professional work experience in a related role
- Experience in nonprofit work preferred

**Benefits:**

- Competitive salary and competitive benefits package.

**How to Apply**

To apply for this position, send your resume and a one-page cover letter articulating your interest in the job to Erika Davila, edavila@newmexicofoundation.org

**Application Deadline**

December 15, 2023

**Equal Opportunity Employment:**

NMF is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

**Americans With Disabilities Act:**

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

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Learn more about our work at [www.NewMexicoFoundation.org](http://www.NewMexicoFoundation.org).