

NEW MEXICO VETERANS INTEGRATION CENTERS

13032 Central Avenue SE
Albuquerque, NM 87123
(505) 265-0512
<http://www.nmvic.org/>

POSITION: Chief Executive Officer (CEO)

POSITION SUMMARY

The CEO is the strategic leader and operational manager of the NMVIC in the achievement of its stated mission: *“To enable Veterans and their families to achieve stable housing, financial security, and a renewed sense of community”* by ending Veteran homelessness and breaking the cycle that leads to it. The position answers to the NMVIC Board of Directors.

DUTIES

The CEO will:

1. Manage daily operations of the NMVIC;
2. Develop and implement growth strategies;
3. Implement existing corporate policies and periodically review organizational design and general policies in order to make recommendations to the Board of Directors;
4. Recruit and develop qualified management and staff talent, facilitating an environment of continuous improvement;
5. Establish financial controls and prepare budget and fiscal projections;
6. Plan for, obtain, and manage federal contract, grant, and state funding;
7. Develop and implement a robust fundraising plan in coordination with the Development and Fundraising Subcommittee of the Board of Directors;
8. Ensure organizational compliance with all legal requirements and ensure continued recognition as a 501(c)(3) qualified not-for-profit corporation;
9. Develop and maintain community, stakeholder, and client relationships;
10. Obtain/maintain organizational certifications, such as through the Commission on Accreditation of Rehabilitation Facilities (CARF);
11. Report regularly to the Board to ensure a full understanding of day-to-day and long-term issues needing Board attention; and
12. Perform other duties as assigned by the Board of Directors.

Specific considerations and requirements:

1. The CEO will be an honorably discharged veteran of the armed services of the United States of America or have extensive experience working with Veterans.
2. The position is an exempt, full-time role and is expected to require working more than 8 hours in any given day and 5 days in any given week.
3. The position will require travel within the state of New Mexico and may occasionally call for travel nationally.

4. The position requires (a) a bachelor's degree, (b) at least three years of demonstrated leadership with a history of increasing responsibility, and (c) a track record of hands-on effort that includes leading others to achieve stated objectives.
5. The position requires the ability to interface effectively with the NMVIC's clientele—especially homeless Veterans—as well as political, military, social, business, and community leaders and volunteers.
6. A background check is required.
7. The NMVIC desires that the successful candidate be in place not later than April 1, 2018. To that end, applications will be accepted until October 31, 2017.