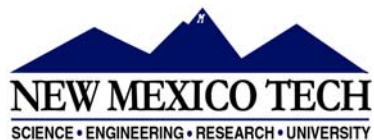


Posted: January 25, 2019



POSITION ANNOUNCEMENT

TITLE: DIRECTOR/ OPERATIONS DIVISION

DEPT: NCKRI

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$70,000-\$80,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: Concurrent* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Establishes and implements short- and long-range organizational goals, objectives, plans, and operating procedures; monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement. Designs, implements, and manages a comprehensive proactive development plan focused on expanding and enhancing corporate and foundation relationships by directing and coordinating activities related to obtaining corporate and foundation monetary support. Develops highly competitive proposals for corporate and foundation prospects and leverage diverse corporate and foundation goals and preferences in conjunction with Institute goals. Maintains high quality stewardship process for active corporate and foundation prospects and donors. Ensures that stewardship and reporting requirements are met to sustain successful partnerships by maintaining detailed records of solicitation activities. Monitors work flow and evaluates business decisions, methods, and procedures. Leads efforts to identify and implement processes and system improvements with the goal of enhanced efficiency and decreased costs. Assists the Executive Director in preparing periodic and ad hoc reports for NCKRI, Board, Board committees, and NMT administration. In coordination with the NCKRI Treasurer or designee, provides internal financial reports and assessments of fiscal health to the Executive Director, prepares summaries of financial data in a format suitable for public viewing. In coordination with applicable NMT offices, negotiates, prepares, and administers government and other agreements and memoranda of understanding for the institute, as appropriate. Develops and manages annual budgets for the organization and performs periodic cost and productivity analyses. Designs, establishes, and maintains an organizational structure and staffing recommendations to Executive Director to effectively accomplish the Institute's goals and objectives; oversees recruitment, training, supervision, and evaluation of unit staff. Oversees all facets of the daily operations of the Institute, ensuring compliance with Institute, university, state, and federal laws, policies, and regulations. Supervise operations division personnel, which includes work allocation, training, promotion, enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance. Represents the university to various institutional divisions as well as externally to the media, governmental agencies, prospective vendors, and/ or a range of constituencies within the community at large. Performs miscellaneous job-related duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree required; area of study, Business, Finance, or related field. Master's degree preferred. 5 Years of direct experience required. Strong leadership, communication, organization, project management, customer service, analytical and problem-solving skills required. Demonstrated abilities in financial planning and fiscal management required. Demonstrated knowledge of software applications used to quantify and illustrate complex financial reports, comparisons, impacts, and/or projections required. Knowledge of computerized information systems used in financial and/or accounting applications required. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to exercise effective and independent judgement required. Ability to lead advancement campaign required. Demonstrated ability to supervise and train employees including organizing, prioritizing, and scheduling work assignments; evaluating performance; and mentoring and coaching employees to achieve maximum productivity required. Ability to analyze and interpret data but also present findings in a professional, cohesive and concise manner to a variety of audiences including Executive Director and Board required. Knowledge of organizational structure, workflow, and operating procedures desired. Skills in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures required. Strong interpersonal and communications skill and the ability to work effectively with a wide range of constituencies in a diverse community desired. A valid NM Driver's License required with the ability to obtain a Defensive Driving Certificate.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 019, Socorro, NM 87801-4796