

*413 Grant Avenue, Suite D, Santa Fe NM 87501*

## **EXECUTIVE DIRECTOR – POSITION ANNOUNCEMENT**

### **Position Description**

The Santa Fe Council on International Relations (CIR) was founded as a nonprofit corporation in 1965. CIR has grown rapidly in recent years, acquiring a national and international reputation for offering the annual “Journalism under Fire” symposium. It has also greatly expanded its educational outreach programs and the International Visitor Leadership Program (IVLP). CIR is a member organization of Global Ties U.S. and the World Affairs Councils of America.

Santa Fe is a highly diverse, world-renowned city known for its rich cultural traditions, innovative style in fashion and architecture, and fascinating history. This position offers a wide range of creative opportunities and rewards.

The ED is responsible for ensuring that this membership organization and its professional Staff deliver on the mission of connecting New Mexico and the world by engaging and inspiring global citizens through dialogue, education, and cross-cultural exchange. The ED is the key management leader of CIR and is responsible for overseeing fundraising, programs; and executing CIR’s strategic plan. Other key duties include marketing, membership and community outreach. The ED reports directly to the Board of Directors and is required to live in Santa Fe, New Mexico.

### **Non-Discrimination**

CIR does not discriminate against any individual due to the person’s race, religion, creed, color, national origin, age, physical disability, sexual orientation or marital status.

### **Application Process**

**Applicants should send cover letter and résumé to Ambassador Mark L. Asquino, Chair, Search Committee.**

**Application deadline is September 10, 2021. Please email materials to [susan@sfcir.org](mailto:susan@sfcir.org)**  
Salary range \$70,000–\$85,000 plus competitive benefits

## General Responsibilities

### 1. Board Governance

- Responsible for leading CIR in a manner that supports and guides CIR's mission
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

### 2. Financial Performance and Viability

- Responsible for fundraising and developing revenues to support CIR. Funds are raised from a diverse set of resources including businesses, individuals, foundations, and government grants, with particular attention to the grant that supports the U.S. Department of State's International Visitor Leadership Program (IVLP).
- Responsible for the fiscal management and fiscal integrity of CIR, including submitting to the Board a proposed annual budget and monthly financial statements.

### 3. Organization Mission and Strategy

- Works with the Board and Staff to ensure that the mission of CIR is fulfilled through programs, strategic planning, membership and community outreach.
- Responsible for the implementation and execution of CIR's programming, including but not limited to, "Journalism Under Fire," CIR's highly regarded and well attended annual conference.
- Responsible for the enhancement of CIR's image through being active and visible in the community and by working with other professionals, civic organizations, governments and foundations.

### 4. Operations

- Responsible for the hiring and retention of a competent and qualified Staff of four+ employees.
- Responsible for effective administration of CIR operations.
- The ED is responsible along with the Board for developing and achieving CIR's strategic and operational goals. The ED, supported by the Board, is responsible for raising significant financial resources to support the organization's budget. CIR's outreach to high school teachers and students is a key component of its programs, The ED will build on our strong record of providing global education opportunities to high school students, teachers and the community at large.

- The ED supervises a Staff who are responsible for programs, educational outreach, international exchange, and development.

### **Must-Have Requirements**

- Developing and Communicating a Vision. Demonstrated success developing a thoughtful strategic planning process and a vision the ED can articulate both internally and externally. An understanding and enthusiasm for CIR's vision and mission are essential.
- Revenue, Resources, and Business Acumen. Proven track record of growing and diversifying revenue sources that includes individual, corporate, and foundation fundraising.
- Entrepreneurial Thinking and Agility. Evidence of an ability to develop new ideas, programs, and revenue streams.
- Communication Skills. A clear ability to develop local, national and international relationships is critical. The ED will work effectively with a motivated and distinguished Board of Directors ensuring that CIR's objectives are accomplished.
- Technical Skills. Knowledge of and experience in using and administrating digital technologies and supporting the training of Staff in a broad range of digital applications. These include financial and database analysis, online presentations, project management, and social media platforms.
- International Credibility and Competence. Significant international experience, including having lived, worked and/or studied internationally. Demonstrated understanding of the international and global affairs issues that impact economic/political/development issues, and secondary/higher education.
- Interpersonal Skills and Operational Experience. The ability to work with and motivate a diverse group of professionals through empowerment, creative leadership, and team building. Experience and success in managing operating budgets and funding approved plans.

### **Other Qualifications and Experience**

- Demonstrated strength of character, integrity, and the highest ethical standards.
- The ability to address global issues in a public setting, including experience in conducting media interviews and making public presentations.
- A desire and ability to engage effectively and empathically with individuals from diverse backgrounds, professions, and nationalities, whether they are visitors to the

region, guests of CIR or colleagues. A capacity for bridge-building among disparate groups and individuals with varying backgrounds, perspectives, and points of view.

- An understanding that programs and revenues need to be aligned, and that subsidies for programs or activities should clearly reflect the future direction of CIR.
- Previous connections to, or experience in Santa Fe and New Mexico are considered a plus.
- Substantial experience working in the nonprofit sector. Alternatively, extensive experience in the leadership and management of organizations of comparable size and mission.
- Exceptional leadership and communications skills – someone who is a visionary leader and communicator.
- A fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives; a high energy level.

### **Education/Requirements**

Undergraduate degree required, advanced degree preferred in International Relations, Public Affairs, Public Administration, Non-Profit Management, or Business. Must have at least five years of experience at executive leadership and management level in the not-for-profit or for-profit sector. Fluency in foreign language(s) is desirable.

August 26, 2021