

Executive Director Con Alma Health Foundation

Job Title: Executive Director (ED), Full Time

Reports To: Board of Trustees

Location: Hybrid position, with travel statewide and in-person meetings in Santa Fe. Selected candidate will be expected to reside in New Mexico.

Starting Range: \$125,000-\$140,000

SUMMARY

Con Alma Health Foundation (Con Alma) seeks a strategic and future oriented **Executive Director (ED)** to help define the next chapter of its development. Con Alma, a Santa Fe based private health foundation, works to improve the health status and access to healthcare for all New Mexicans.

Reporting to the Board of Trustees, the ED will oversee the Foundation's operations and grantmaking programs, while managing a team of three long-standing staff members. The ED will lead strategic planning and coordination efforts to routinely assess and refresh its approach to achieving its mission. The ED will evolve Con Alma's vision and unique identity, while critically assessing where the Foundation should strategically focus. The ED will ensure community voice and engagement is embedded into the Foundation's practices to ensure the staff and Board understands the health needs and trends within communities. Finally, the Executive Director will steward best practices in grantmaking and Foundation governance to advance health equity and health policy in the Land of Enchantment.

The ideal candidate will have a real connection and commitment to the diverse communities in New Mexico, including our vibrant rural, tribal, and immigrant communities. The ED will be a seasoned, mission-driven professional committed to impacting health policy in New Mexico through collaborative initiatives and grantmaking. The ED will represent Con Alma with grace, humility, and integrity – nurturing existing relationships and building new ones. They will be inspired and energized by creative and new ideas and will bring organized, thoughtful, and disciplined leadership to the Foundation's work.

Applicants are encouraged to apply by **September 29, 2023**. Instructions may be found at the end of this document.

Con Alma Health Foundation is an equal opportunity employer and proudly values diversity, equity, and inclusion. Candidates of all backgrounds are encouraged to apply.

ORGANIZATION OVERVIEW

Con Alma Health Foundation was created in 2001 with an endowment of \$20 million through the sale of Blue Cross Blue Shield of New Mexico. The Foundation received an additional \$3.5 million endowment in 2002 from the sale of the Los Alamos Medical Center. This resulted in a collaboration between Con Alma and the Los Alamos Medical Center called the Northern New Mexico Health Grants Group. The Foundation's assets currently total approximately \$30 million.

Con Alma aims to be aware of and respond to the health rights and needs of the culturally and demographically diverse communities of New Mexico. As a private health foundation, Con Alma seeks to improve health status for all New Mexicans and advocates for health policies that address the health needs of all. The Foundation makes grants and contributions to fulfill its mission. Learn more about Con Alma's mission and core values [HERE](#).

POSITION SUMMARY

The Executive Director oversees all operations and management functions of Con Alma. The ED reports to the (volunteer) Board of Trustees and works closely with staff, grantees, and other partners. The ED serves as an innovative thought partner, strategically deploying Foundation resources to maximize impact. Travel required (primarily within New Mexico); occasional out of state travel may be necessary.

CORE RESPONSIBILITIES

Leadership and Stewardship

- Advance the Foundation's mission through a health equity and health policy focus
- Work with the Board (and Board Committees) to ensure that it is properly constituted and trained to conduct effective governance
- Work closely with the Board of Trustees to develop the Foundation's priorities, strategic planning, and organizational operations
- Create and nurture a shared vision with staff and the Board

Internal Operations

- Ensure Foundation's operations, policies, and procedures are sound, updated, and properly managed
- Direct and manage staff; provide and encourage professional development opportunities
- Work with the Board, staff, and financial advisors to ensure assets are effectively managed, financial systems are implemented well, and compliance with all local, state, and federal requirements is maintained
- Create and maintain a constructive organizational structure that best aligns with the Foundation's stage of development as well as modest resources
- Foster, nurture, and model a healthy organizational culture and work environment
- Liaison between and among staff and the Board, ensuring clear and appropriate communication channels
- Work in partnership with the Board and staff to ensure a succession plan is in place (for staff and volunteers)

Collaboration and Partnership

- Build relationships and work collaboratively with local, regional, and national foundations, health-related organizations, and other community partners to increase impact
- Create opportunities for grantees and nonprofits to share their successes either through storytelling, communications, and/or evaluative efforts

Nurture and Strengthen Grantmaking and Program

- Manage all aspects of the Foundation’s grantmaking and program initiatives
- Stay updated on philanthropic best practices to direct the Foundation’s grantmaking
- Continue to evolve and streamline the Foundation’s approach to grantmaking and make incremental changes that will help maximize impact and reduce administrative burden for grantees and staff
- Work closely with staff and the Foundation’s Grant Making Committee to continuously improve the annual grant cycle(s)

EXAMPLES OF FUNDED GRANTS AND INITIATIVES

Con Alma Health Foundation Grants

Since its inception Con Alma Health Foundation has awarded more than \$17 million to a diverse array of nonprofits supporting healthy communities in New Mexico (see [Grantee History](#)).

Northern New Mexico Health Grants Group

This is a joint initiative of Con Alma and the Los Alamos Medical Center Auxiliary. The purpose of this fund is to serve the unmet health care needs of the people of Los Alamos, Rio Arriba, and northern Santa Fe counties ([more here](#)).

Community Relief and Rebuild Related to the Global Pandemic

Con Alma received national grants to provide humanitarian assistance and recovery aid to help some of the families and communities in New Mexico most impacted by the Covid-19 pandemic ([more here](#)).

PERSONAL CHARACTERISTICS

The ideal candidate will be

- Committed to Con Alma’s mission and core values, while honoring its 22+ year history of philanthropic giving in New Mexico
- Curious, inquisitive, thoughtful, and an inspiring leader who is excited about effecting change
- A leader who cares deeply about improving the lives of the most underserved and underrepresented
- Open-minded and has the capacity to have honest, vulnerable, and difficult conversations
- Confident and decisive, yet open and flexible in planning and decision-making processes
- Dedicated to infusing an equity, diversity, and inclusive perspective into every aspect of the Foundation’s work
- Trustworthy, ethical, and humble – and can inspire and motivate others to follow suit

SALARY AND BENEFITS

Salary range is \$125,000-\$140,000 annually. The Foundation offers a comprehensive benefits package, including medical and dental insurance, a retirement plan, and paid time off.

HOW TO APPLY

This search is being led by the Foundation’s Executive Committee. Candidates are encouraged to apply by **September 29, 2023 at 5PM MT**. Candidates may submit their cover letter and resume to careers@conalma.org