

Job Description
President,
New Mexico Partnership

Position Summary:

The President serves as the Chief Executive Officer of the New Mexico Partnership (NMP). The President is employed by the Board of Directors of the NMP. The President is responsible for establishing relationships with communities throughout New Mexico to further their economic development goals including recruiting the types of businesses and jobs identified by the communities. The President also works closely with the New Mexico Economic Development Department (NMEDD) in developing a strategic marketing plan for recruitment in New Mexico's targeted economic development sectors. The position is also responsible for directing the operations of the New Mexico Partnership.

Responsibilities

- Direct and execute the New Mexico Partnership's marketing and business development initiatives to achieve business relocation/expansion project goals in prospect identification and development, job creation and capital investment.
- Periodically report to the Board of Directors and New Mexico Economic Development Department on progress made in meeting established objectives. Identify obstacles to success and seek solutions.
- Develop annually, in conjunction with the Board of Directors and stakeholders throughout New Mexico, a marketing plan containing specific goals, metrics, and initiatives.
- Carry out a multi-faceted marketing program consistent with the annual Marketing Plan and focused on the state's target sectors. Utilize professional economic development initiatives such as sales trips, trade shows/industry conferences, advertising and social media. Monitor results and make appropriate modifications as needed to programs.
- Create and foster relationships with corporate executives, national site selection consultants, and real estate brokers to influence their consideration of New Mexico for new facilities.
- Assist relocating and expanding businesses with understanding state and local assistance programs including federal, state, and local grant and financial assistance programs.
- Maintain and communicate accurate, in-depth and up-to-date demographic and economic information on New Mexico.
- Maintain professional affiliations to enhance personal and staff professional growth and remain current with the latest economic development trends, techniques and technologies.
- Annually work with the Budget Committee and Board to develop annual budgets.
- Work with the Board and appropriate committees of the Corporation to recruit and retain financial contributors and to strengthen the Partnership in other ways.
- Coordinate the Corporation's economic development activities with the New Mexico Economic Development Department and other state and federal agencies.

- Closely collaborate on projects with community and regional economic development organizations throughout New Mexico. Gain in-depth understanding of community/regional economic base employment needs. Foster broad participation and effective teamwork.
- Meet with businesses, outside agencies and the public to explain and promote the Partnership's programs, procedures, and objectives related to economic development.
- Interact with government officials, private sector companies, economic development professionals and others to identify and implement state competitiveness improvements.
- Manage the organization's finances including budgets and financial reporting

Position Requirements:

Success in economic development or related field

Established reputation in start-to-finish economic development projects

Bachelors degree and industry certification in relevant field or equivalent experience

Knowledge of available incentives and financing programs

Knowledge of New Mexico demographics and labor market characteristics

Knowledge of contemporary marketing, communications and business develop strategies and tactics

Ability to participate in non-traditional work schedule meetings and events

Skills in oral and written presentations

Experience in budget, staff and operations management

Adherence to high ethical standards