



Executive Director at New Mexico Perinatal Collaborative

Non-profit organization, Perinatal Quality Collaborative in New Mexico, United States

- To learn more about NMPC, visit <https://nmperinatalcollaborative.com/>.
- For questions or to apply for the Executive Director position, email resume and cover letter to jmastripolito@nmperinatalcollaborative.org. No phone calls. Applications will be reviewed as received.

Who are we?

The New Mexico Perinatal Collaborative (NMPC) is a nonprofit organization and coalition of multidisciplinary perinatal care experts dedicated to improving the health of New Mexico's pregnant people, infants, and birthing families through the identification and sharing of best practices and resources. NMPC is part of a national network of Perinatal Quality Collaboratives (PQCs), defined by the Center for Disease Control as "state or multistate networks of teams working to improve the quality of care for parents and babies." The CDC charges each PQC with identifying healthcare processes that require improvement by partnering with hospitals, public agencies, and community organizations to work towards effective change. We are tasked with facilitating collaborative efforts to reduce maternal morbidity driven by Maternal Mortality Review Committee findings in the setting of rural maternity care deserts. We are currently evolving our mission, vision, and strategy to ensure we can best serve families in New Mexico.

Our mission is to convene stakeholders to achieve health equity and high-quality outcomes through the promotion of evidence-based reproductive, perinatal, and neonatal healthcare practices that facilitate collaboration with communities and across healthcare disciplines, focus on quality improvement strategies, empower healthcare teams statewide to offer the highest quality care, and ensure provision of holistic and culturally respectful care.

Who are you?

NMPC is seeking a fierce, caring, equity and intersectionality grounded change-maker to assume the role of Executive Director. We are in search of a courageous and inclusive thinker to listen to the needs of New Mexico families, lead our organization at a critical moment of rebuilding and change, and champion collaboration with hospitals and community-based partners. We are seeking a leader with experience engaging diverse groups and stakeholders to work toward bridging the complex networks of health in New Mexico to improve the livelihood of all birthing people and babies in New Mexico.

What values will you bring?

- Expertise and/or lived experience with birth and reproductive justice work.
- Knowledge of and passion to eliminate health care disparities in regional maternity care deserts.
- Lived experience or demonstrable desire to anchor to the state of New Mexico.
- An understanding of the medical industrial complex and the downstream injustices that it has created in perinatal and reproductive healthcare in America.
- Appreciation of intersectionality in relation to a person's overall health and wellbeing, and how they show up as parents and people in the world for a lifetime.
- A desire to work in a collaborative interdisciplinary environment and shared decision making.

What skills and assets will you bring?

- Reasonable knowledge and experience regarding complex healthcare systems
- Comfort/Experience communicating with hospital leadership and other diverse healthcare entities
- Demonstrated experience in successful prior grant writing and management
- Demonstrated experience in resource acquisition, fundraising, and donor engagement
- Organizational operations experience in the non-profit setting including:
 - Strategic planning
 - Budget management
 - Board of Directors coordination and management

- Advisory committee creation and management
- Experience leading/engaging QI efforts and experience with data collection
- Experience with consensus-based decision-making models, liberatory systems design, and frameworks with social justice orientations
- High standard of personal integrity
- Excellent written and verbal communication skills

What will you be working on?

At the highest level, you will be facilitating and responsible for the development and delivery of NMPC's vision and mission as a Perinatal Quality Collaborative.

- Expand financial and material resources for NMPC's mission of quality improvement for maternal health in New Mexico
- Build and Bridge relationships among community organizations, birth centers, and hospital partners
- Integrate the voices of community partners through collaboration to inform quality initiatives to lead projects through a lens of equity, accountability, and evidence-based/culturally humble intersectional care
- Represent the NMPC publicly. Develop internal and external messaging and communication plans for consistency and alignment with NMPC goals and values.
- Work closely and in alignment with the NMPC Board President.
- Provide administrative and facilitator support to the NMPC Board of Directors.
- Lead and support the work and development of NMPC staff.
- Lead development of co-created strategic action plans with community and hospital partners in line with organizational goals.
- Work with board and staff to secure and broaden NMPC funding for project management, organizational sustainability, and mission expansion.
- Transparently manage budget and financial processes and reporting; develop sustainability and financial growth plans in collaboration with community partners and supported by the board and staff.

Reports to: NMPC Board of Directors

Position Type: Full-time Exempt

Annual Salary: \$100,000

Benefits: Health care insurance stipend, to be discussed on hiring, paid divided per pay period, in lieu of health insurance which is not offered by NMPC at this time.

Job Description Details

A. Strategic Planning and Program Development

- Develop a three- to five-year strategic plan and annual action plan with staff, board, hospital teams, and community partners in alignment with contracts and grants
 - Align NMPC programming with such strategic annual action plans and identified collaborative work with community and hospital partners.
- Direct, develop and support development of programs to address NMPC's mission and vision with staff.
- Ensure alignment of staff work plans with organizational strategic and annual action plans.
 - Annually review, update as needed, and manage the accomplishment of the strategic plan goals.
 - Review staffing needs, organizational and board structure, and program management.
 - Collaborate with project leads to achieve statewide participation in NMPC initiatives, and to develop and complete objective timelines, tasks, and evaluation plans.
 - Ensure appropriate data collection for programmatic activities for regular evaluation.

B. Organizational Operations

- Provide leadership and direction for all projects and initiatives.
- Ensure staffing and volunteer assignments align with strategic and program plans, funding, and general organizational operations.
- Manage all NMPC staff employees and contractors
 - Execute hiring, work-plan creation, evaluation, and adjustments
 - Perform regular and annual performance evaluations, contract renewal, and position/salary evaluations.
 - Support staff. Evaluate resources and tools needed by staff to best accomplish work and complete plans.
- Regularly evaluate organizational operations with staff to provide recommendations for improvement.
 - Evaluate bylaws, policies, and procedures for appropriate changes to improve efficiency and effectiveness of the organization.
 - Conduct annual evaluation of all organizational and program plans, including resource development and communications plans.
 - Ensure appropriate data collection for programmatic activities for regular evaluation.
- Ensure the availability of meeting and storage facilities for NMPC staff and board.

C. Administrative and Development support for board of directors

- Support board development
 - Identify and support development needs of the board of directors ie. retreat, discovery sessions, consultant, facilitation as pertains to advancing the mission and vision of NMPC
- Administrative Support
 - Work intimately with and support Board President in managing board member engagement, development recruitment and succession planning
 - Assist Board president in preparation, planning and organization of board and executive committee meeting agendas.
 - Attend board and executive committee meetings.
 - Prepare a written report of prior month's activities for each board and executive committee meeting.
 - Ensure staff support for key board committees.
 - Provide summary report of activities and accomplishments to aid board in conducting annual executive director evaluation
 - Engage with the board to conduct annual board self-evaluation.

D. Resource Development

- Acquire and expand financial resources for NMPC through grant writing, donor engagement, and general fundraising
 - Develop and manage relationships with state-wide hospital administration contractors and other health organizations (ie. Indian Health Services, and birth centers)
- Work with board and staff to create a resource development plan, identify grant, and contract opportunities, and evaluate donor engagement prospects.
 - With staff, research, write, and submit grant and contract applications.
 - Track donations and complete grant and contract reporting and invoicing.
 - Manage resource development plan in alignment with the annual budget and evaluate each year-end.
- Grant and Contract Acquisition
 - Track spending on and submit billing for grants and contracts.

- Track incoming payments and ensure grants and contracts are fully billed/expended appropriately.
- Support staff responsible for submitting funding reports and invoices.
- Manage grant and contract renewals.

E. Communications and Advocacy

- **Communications**
 - Represent NMPC and serve as primary spokesperson nationally, statewide, and locally with partners and funders, to the community, media, and the public.
 - With staff, board president, and board of directors, develop and manage internal and external messaging and communication document for consistency and alignment with NMPC goals and values
 - Identify opportunities and coach board and staff members to represent NMPC.
 - Engage community partners, hospital teams, donors, volunteers, funders, and the media.
 - With staff, ensure management, planning, and regular evaluation/updating of the communications plan.
 - Evaluate and facilitate opportunities for exchange of contribution to communication platforms of community partners and NMPC by NMPC staff and board and community partners through websites, conferences, newsletters, blog posts, or social media posts.
 - Communicate with NMPC stakeholders.
 - Provide quarterly report of organization's activity to NMPC stakeholders
 - With staff, board, and volunteers, lead the planning of an annual meeting with current and potential NMPC stakeholders.
- **Advocacy**
 - Engage community partners to collaborate in legislative and community based advocacy.
 - Participate in sessions with community partners to develop shared language and understanding.
 - Work with board of Directors to identify meaningful communication around pertinent and pressing issues of injustice ie. Statements for national action, meetings with legislators
 - Participate in legislative advocacy in support of bills on behalf of or directly aligned with NMPC priorities and in consideration of community partners.
 - Identify opportunities to engage in equity-focused community work to board members and staff and to first seek out the expertise of community based leadership in NM whenever possible.
 - Uplift the meaningful and impactful work of community-based organizations.

F. Financial

- Regularly communicate with and manage relationships with financial services contractor.
- Review monthly bank reconciliations and financial reports from financial services contractor.
- Develop and design annual budget with staff and Board Treasurer.
- Provide financial reports to Board Treasurer for board meeting presentation and to executive committee monthly.
- Ensure implementation and regular evaluation of financial policies and procedures.
- Manage banking relationships to approve payments per the financial policies and procedures, to change authorizations as appropriate for changes to board membership, and to provide support to the financial services contractor.