



Executive Director

General Job Description

The Executive Director's primary function is to provide inspired leadership, ensuring that the mission, policies, and practices of Tree New Mexico are fulfilled with excellence.

TreeNM helps communities - large and small - plant and care for trees throughout The Land of Enchantment.
(see our website for more information on who we are and what we do - treenm.org)

Executive Director

Job Type: Full-time

Location: This is an Albuquerque-based (in office) position

Salary Range: \$70,000-\$80,000 (commensurate with experience)

Benefits: Health insurance, generous PTO plan including paid Holidays, and reimbursements for Continuing Education and travel

Reporting: The Executive Director reports directly to the Board of Directors

Start Date: No later than January 1, 2026 (flexible earlier transition welcome)

Onboarding Support: The Board will provide transition support and overlap with the outgoing leadership to ensure confidence in responsibilities

Primary Responsibilities

1. Lead a high-performance team that fulfills TreeNM's planting, education, monitoring, development, and administrative programs and roles.
2. Model a "servant" leadership approach that values and nurtures the staff.
3. The Executive Director will oversee the management and execution of programs and activities carried out by the following direct reports:
 - Director of Greater ABQ NeighborWoods
 - Director of Statewide NeighborWoods
 - Manager of Monitoring Program
 - Director of Education
 - Director of Funding and Business Development
 - Office and HR Administrator

4. Ensure clean and effective operations of the following:
 - Accounting
 - Operations
 - Information Technology
 - Communications
 - Grant Administration
 - Human Resources
5. Maintain continuous compliance with all federal, state, and local government regulations and reporting requirements. Serve as the primary liaison for communication with these agencies.
6. Continue to refine and implement strategic plans that advance TreeNM's mission while ensuring the organization's long-term sustainability and growth.
7. Lead TreeNM's ongoing office activities (like weekly staff meetings) with the support of professional staff and consultants in finance, IT, and HR where applicable.
8. Lead all staffing efforts, including the hiring and supervision of personnel, in line with the organizational chart. Delegate responsibilities effectively and monitor performance.
9. Lead the organization's operation:
 - Select, support and nurture an excellent staff committed to making TreeNM a premier nonprofit in NM and a great place to work.
 - Ensure accurate financial records, including contributions requiring acknowledgement for tax purposes.
 - Oversee bank and investment accounts.
 - Oversee accounting and audit activities.
 - Oversee information technology and security.
 - Oversee the maintenance of the organization's corporate records.
 - Evaluate performance of the staff as needed.
 - Advise the Board of Directors of future direction of the staff.
 - Oversee and implement improvements in procedures and organization.
 - Recommend appropriate policies to meet changing conditions.
 - Facilitate periodic collaborative strategic planning meetings.
10. Develop and maintain professional relationships with key donors, partners, and volunteers.
11. Obtain, monitor, and ensure compliance with all TreeNM letters of agreement, contracts, leases, and other legal documents and agreements.
12. Ensure appropriate insurance to cover the organization's risk.
13. Perform other duties as requested by the Board including acting as the primary liaison between the staff and Board and supporting Board development, recruitment, and ongoing engagement.

Decision-Making Authority

1. Make monetary decisions in accordance with TreeNM's financial policies.
2. Review, analyze, and make decisions on programs that are approved by the Board of Directors and developed and managed by the staff.
3. Report, recommend, and assist the Board of Directors in fulfilling and meeting all obligations and responsibilities of the Organization.

Budget Responsibility

1. Provide responsible stewardship over TreeNM funds - documenting increased savings to build a six-month operating cushion each year.
2. Prepare an annual financial plan (budget) for the Board's approval.
3. Provide financial and budget-to-actual reports for review by the Board at its meetings throughout the year (about quarterly).
4. Provide a working budget framework to staff, delegating appropriate spending authority and ensuring team members have the necessary financial information to make informed, timely decisions regarding hiring and program expenditures.

Skills and Competencies

1. Record of individual responsibility, leadership, and service-oriented oversight of nonprofit operations.
2. Willingness and ability to work with others in a collaborative manner; teamwork:
 - Managing Staff
 - Working with Board of Directors
 - Collaborating with partners, vendors, donors, professional advisors and volunteers
3. Record of effective nonprofit organizational, planning, management, and delegation skills.
4. Exceptional communications skills:
 - Speaking
 - Writing
 - Listening
 - Presenting and public speaking
 - Creating clear reports
5. Computer skills with internal software systems including document management, database management, financial software, and personal productivity apps such as Word, Excel, etc.
6. Technical knowledge of current office systems, IT security, and familiarity with what apps and tools the team uses to function smoothly.
7. Financial expertise and stewardship. Understands non-profit financial statements/reports.

Qualifications

1. Authorized to work – and be a current resident of – the United States and New Mexico (or provide relocation timeline if outside NM)
2. Must be able to sign an I-9
3. At least 5 years' experience successfully leading and managing a nonprofit organization larger than \$500k in revenue
4. Managed and led successful fundraising efforts and capital campaigns
5. Experience with the environmental movement, passionate about trees and can hold their own in a discussion about trees and climate change
6. Committed to diversity, equity, and inclusion in how the organization and programs are developed and run

7. Able to demonstrate a strong understanding of New Mexico's cultures, economy, and politics
8. Experience with the audit process of a nonprofit
9. Experience in program development and growth
10. Bachelor's degree required; advanced degree in nonprofit management, public administration, or related field preferred
11. Physically able to work outside for 5-7 hours at a time and to lift 30 lbs on a periodic basis
12. Open to some travel throughout New Mexican communities to our outreach locations for networking and planting/giveaway events
13. Availability to dedicate some Saturdays during Spring and Fall planting seasons to attend tree planting/giveaway events

Leadership Philosophy

The successful candidate will be a strategic enabler who understands how to lead an organization where the programs are primarily staff-run and reliant on robust volunteer engagement. This means prioritizing resource provision, mentorship, and a culture of appreciation for both the staff who lead the programs and the dedicated volunteers who physically plant the trees.