



Job Title: Deputy Director

Animal Protection of New Mexico, Inc. (APNM), a 31-year-old non-profit animal advocacy organization, is seeking a Deputy Director. The Deputy Director is responsible for the organization's business management, providing program guidance, supervising staff, writing foundation grant proposals and reports, communicating with members, and providing substantial financial management. The Deputy Director ensures the smooth day-to-day operation of the organization.

Skills Needed/Requirements

Applicants must:

- have an interest in and experience with animal protection issues;
- have excellent “people skills” and successful supervisory experience;
- be proficient with numbers and manipulating Excel spreadsheets;
- have excellent writing and communication skills;
- have excellent time management skills;
- be able to work with a diverse constituency;
- be highly computer-, internet- and email-literate;
- be self-motivated, organized, detail-oriented, work well under pressure, and be able to manage simultaneous projects.

Applicants should:

- have a minimum of three years business management experience;
- have experience in financial record-keeping, best business practices and non-profit management.

Experience with grant proposal writing and familiarity with New Mexico are both highly desirable for the position. This is a full-time, salaried position.

Compensation

A highly competitive salary is offered, commensurate with experience. A generous health care plan is available at no cost to the employee.

Only qualified applicants should email a cover letter and resumé to Elisabeth Jennings at lisa@apnm.org.