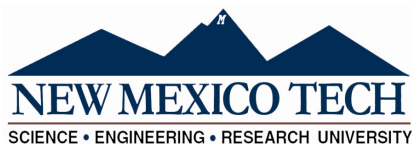


Posted: August 15, 2022



POSITION ANNOUNCEMENT

TITLE: EXECUTIVE DIRECTOR

DEPT: SW INNOVATION ALLIANCE

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$150,000.00

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: August 24, 2022*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:

Provides direction and leadership in developing, communicating, executing and sustaining strategic initiatives. They may provide integrated direction, management and leadership in the administrative and business planning, budgeting and automation efforts for externally funded programs. The programs and initiatives under their management are of key institutional impact, both within and external to the University, and are typically operations based, revenue generating and/or grant funded from a major funding source or series of funding sources.

As a member of the Office of Research, they design and implement strategic initiatives by identifying needs, developing action plans, and overseeing the implementation and monitoring of plans, ensuring that programs are aligned with institutional goals. They will serve as the primary liaison for institutional collaborations with the US Air Force Research Laboratory's (AFRL) Directed Energy engagement services provided by the Southwest Innovation Alliance at NMT. As assigned, they will monitor the performance of multiple programs through cohesive strategic plan development and execution, knowledge management and the implementation of program evaluation. Provides advanced professional/technical leadership, consultation, and expertise within an assigned programmatic area(s) or line(s) of effort. Sets strategic direction, develops, and implements work scope and related operational policies and procedures; establishes funding and provides operational planning, budgeting and assessment.

REQUIRED QUALIFICATIONS:

Master's degree in Business administration, Public Administration, Engineering, Science or Communication or related professional degree required. Strategic, planning development, execution and evaluation skills required. Ability to develop, plan and implement short and long range goals required. Program planning, development, implementation and leadership skills required. Knowledge of organizational structure, workflow, and operating procedures required. Demonstrated ability to lead highly complex projects to completion and sustainment required. Advanced knowledge and understanding of concepts, principles, methods, and techniques within either technology transfer or economic development required. Advanced verbal and written communication skills and the ability to work with a wide range of constituencies in a diverse community required. Skill in budget preparation and fiscal management required. Ability to analyze and interpret complex financial and operational data and prepare business reports, projections and recommendations required. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures required. Ability to provide technical guidance and leadership to professional staff and clientele in the field required. Ability to supervise and train employees, to include organizing, prioritizing and scheduling work assignments required. Ability to foster a cooperative work environment required. Knowledge of financial/business analysis techniques required. Ability to earn the trust, confidence and respect of the senior leadership by listening, learning and building credible relationships across the university desired. Adept at communicating throughout the organization and at all levels; translating the strategy to entity and individual role and responsibilities desired. Expert at effectively pivoting between strategic development and tactical deployment desired. Ability to foster a cooperative work environment

within a complex partnership/organizational structure desired. Ability to develop and implement funding strategies and programs desired. Employee development and performance management skills desired.

Apply to: nmtjobapps@npe.nmt.edu OR NMT/ HR 801 Leroy Place Brown Hall Box 038, Socorro, NM 87801