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www.nmfog.org

POSITION AVAILABLE

Executive Director

If you've ever pulled your hair out upon receiving yet another records denial from a government lawyer, we've got a job for you. Channel that frustration toward positive change, by working to strengthen public access and educate the public and public officials about sunshine laws. The New Mexico Foundation for Open Government is looking for an executive director to lead our statewide fight against secrecy and corruption and help usher in a culture of transparency and accountability. We have had enormous success in our 21-year history, and we're just getting warmed up. Bring your ideas – for legislation, advocacy, fundraising, education or collaboration – and you'll have the freedom and support to make them happen. If you have a vision for where New Mexico's democracy could be in another 21 years, come and lead the way.

The executive director is a one-man band supported by a Board of Directors and active membership. Every day is different, with a wide range of responsibilities from responding to hotline inquiries and publishing a newsletter to giving seminars and handling organization finances. Our ideal candidate has these attributes:

- Strong writing skills
- Strong organization skills/ attention to detail
- Comfort with public speaking
- Experience with state-level records and meetings laws
- Fundraising experience
- Knowledge of the legislative process & an ability to work across partisan divides
- Interest in digital transparency tools such as webcasting, data analysis, app development, Government 2.0, etc.

To apply, send a resume, brief writing sample and a cover letter that tells us about your experience and your vision for NMFOG, to info@nmfog.org. We are accepting applications until 5 PM on Jan. 5, 2012.

Salary: \$40,000 - \$45,000, with insurance stipend

About NMFOG: The New Mexico Foundation for Open Government is an independent 501(c)(3) non-profit organization dedicated to helping New Mexicans understand, obtain and exercise their rights and responsibilities under sunshine laws and the First Amendment. Visit www.nmfog.org to learn more.

EXECUTIVE
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Albuquerque

Robert B. Trapp
Española

Robert White
Albuquerque

Greg Williams
Albuquerque

Daniel Yohalem
Santa Fe



About the Job: The executive director has these essential duties:

- 1. Communication**
 - a. Publish FOG LIGHT newsletter
 - b. Maintain website and social media with up-to-date information
- 2. Public Relations**
 - a. Serve as FOG's "public face" in the community
 - b. Respond to media inquiries
 - c. Keep members and media informed of FOG news and events
- 3. Education/Outreach**
 - a. Field and respond to Hotline inquiries
 - b. Participate in Attorney General "Sunshine Roadshow" seminars
 - c. Coordinate and deliver additional trainings as needed
- 4. Fundraising**
 - a. Organize the annual Your Right to Know luncheon (formerly the Dixon Dinner)
 - b. Coordinate fundraising appeals, membership drives and grant applications with Board committees
- 5. Membership**
 - a. Maintain membership roster and send invoices for annual dues
 - b. Ensure personal communication with as many member/donors as possible
- 6. Legislative Matters**
 - a. Work with the Board to develop and implement FOG's legislative agenda
 - b. Monitor legislation affecting access and provide testimony/advocacy as necessary
 - c. Coordinate with allies including press & broadcasters, good-government groups, business interests, citizens' groups, etc.
- 7. Litigation**
 - a. Coordinate litigation activities with the Board and attorney panel
 - b. Keep tabs on IPRA & OMA litigation in New Mexico, as much as possible
- 8. Financial/Administrative**
 - a. Ensure that bills are paid and tax returns/nonprofit reports are filed in a timely manner
 - b. Ensure that organization records are retained, organized, and available upon request
 - c. Keep treasurer and the Board apprised of organization finances
- 9. Board Management**
 - a. Provide administrative support for meetings of the Board and Board committees