

Position Summary

The Executive Director serves as the chief executive officer of the Developmental Disability Council and is responsible for carrying out the powers and duties assigned to the Council under New Mexico law and the federal Developmental Disabilities Assistance and Bill of Rights Act (DD Act).

The Executive Director:

- leads the Council's advocacy, systems change, and capacity-building efforts;
- achieves the goals in the Council's five-year State Plan;
- oversees:
 - spending of federal and state funds;
 - the Office of Guardianship, the Office of the Special Education Ombud, the Center-for Self-Advocacy, and Supportive Decision-Making programs;
- hires, supervises, and evaluates staff,
- ensures compliance with statutory requirements.

The Executive Director reports to the NMDDC Council and works closely with Council members, community stakeholders, the Governor and Legislature, state agencies and the National Association of Councils on Developmental Disabilities.

The Executive Director is appointed by and serves at the direction of the New Mexico Developmental Disabilities Council ("Council") as authorized under state statute. The Executive Director is a state employee.

Essential Duties & Responsibilities

1. Strategic Leadership

- Provide leadership to ensure Council activities improve the lives of people with developmental disabilities, reflect the statutory purposes to advance disability policy, systems change, and capacity building.
- Lead development, implementation, and evaluation of the Council's Five-Year State Plan as required by the DD Act and state law
- Prepare required federal reports and performance measures.

2. Administration & Operations

- Direct and manage the daily operations of the Council in accordance with statutory authority granted under NMSA 1978, Section 28-16A.
- Employ, supervise, and evaluate Council staff as authorized by the Council.
- Promote a collaborative and inclusive workplace culture.
- Ensure compliance with the Open Meetings Act, Inspection of Public Records Act, Governmental Conduct Act, Procurement Code, and other applicable state laws.

3. Fiscal Management & Grant Administration

- Administer federal DD Act funds and any other appropriated or grant funds received by the Council.
- Develop and manage the annual operating budget.
- Ensure compliance with federal uniform grant guidance (2 CFR Part 200) and state fiscal accountability standards.
- Ensure accurate financial reporting, internal controls, and audit compliance.

4. Policy Development & Advisory Role

- Support the Council in advising the Governor, Legislature, and state agencies on policies affecting individuals with developmental disabilities.
- Provide policy analysis and recommendations consistent with Council priorities.
- Assures that the Council follows all federal laws and regulations promulgated by the US DHHS/Administration on Community Living/Administration on Intellectual and Developmental Disabilities (ACL/AIDD), with relevant state laws, and with the policies of the Council itself.

5. Advocacy & Systems Change

- Facilitate partnerships with state agencies, tribal governments, local entities, and advocacy organizations.
- Support leadership development of individuals with developmental disabilities and family members.

Required Qualifications

- Bachelor's degree or higher in public administration, public policy, social services, law, education, or related field.
- Minimum five (5) years of leadership or management experience in a health or human services related organization.

Preferred Qualifications

- Experience serving people with developmental disabilities and their families
- Lived experience with disability (self or family member) or significant experience supporting individuals with developmental disabilities and their families.
- Experience in disability services, developmental disabilities programs, or disability advocacy.

Working Conditions

- Office-based position with statewide travel required.
- Occasional evening or weekend meetings to support Council activities.

Equal Opportunity Statement

The New Mexico Developmental Disabilities Council is an equal opportunity employer and values diversity, equity, inclusion, and accessibility. Individuals with disabilities and family members of individuals with disabilities are strongly encouraged to apply.

Application Instructions: Please submit the listed documents to:

NM Developmental Disabilities Council HR

DDC.HR@ddc.nm.gov ATTEN: Executive Director Position

Include:

Cover Letter

Transcripts

Writing Sample

Resume with details on experience in providing services to people with developmental disabilities and working with state agencies and policymakers.