

Position Summary

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 serves as the chief administrative and executive officer of the 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 ensures implementation of the Council’s State Plan, management of federal and state funds, oversight of the Office of Guardianship, the Office of the Special Education Ombud, the Center-for Self-Advocacy, and the Supportive Decision Making programs, hire, supervise, and evaluate staff, compliance with statutory requirements, and execution of the Council’s advocacy, systems change, and capacity-building responsibilities.

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

Statutory Authority Alignment

Pursuant to **NMSA 1978, Section 28-16A et seq.**, the Council is authorized to:

- Develop and implement a State Plan to address the needs of individuals with developmental disabilities;
- Advise the Governor, Legislature, and state agencies;
- Advocate for systems change and capacity building;
- Receive, administer, and disburse federal and other funds;
- Employ staff and enter into contracts;
- Monitor and evaluate services for individuals with developmental disabilities.

The Executive Director is responsible for operationalizing these statutory powers on behalf of the Council.

Essential Duties & Responsibilities

1. Strategic Leadership & Vision

- Lead development, implementation, and evaluation of the Council’s Five-Year State Plan as required by the DD Act and state law and the agency’s annual work plans.
- Provide visionary leadership to ensure Council activities reflect the statutory purposes: advance disability policy, systems change, and capacity building.
- 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.
- Hire, supervise, and evaluate staff;
- Promote a collaborative and inclusive workplace culture.

- Develop internal policies and procedures consistent with state administrative requirements and federal grant regulations.
- 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.
- Oversee contracts, subawards, and financial reporting.
- Ensure audit readiness and internal control systems.

4. Policy Development & Advisory Role

- Support the Council in advising the Governor, Legislature, and state agencies on policies affecting individuals with developmental disabilities.
- Monitor state and federal legislation and regulatory actions.
- Maintain active engagement with the National Association of Councils on Developmental Disabilities (NACDD), the Administration for Community Living (ACL), and other national partners within the Developmental Disabilities Network.
- 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

- Promote systemic improvements in education, employment, health care, housing, transportation, and community integration.
- Facilitate partnerships with state agencies, tribal governments, local entities, and advocacy organizations.
- Support leadership development of individuals with developmental disabilities and family members.

6. Council Governance Support

- Coordinate Council meetings and committee work.
- Provide staff support to ensure Council members fulfill statutory responsibilities.
- Ensure required public notice, accessibility, and meaningful participation consistent with federal and state law.

7. Public Representation

- Serve as the Council's official representative in public, legislative, and interagency settings.
- Promote public awareness of the rights and inclusion of individuals with developmental disabilities.
- Support training, outreach, and leadership development initiatives.
- Strengthen relationships with individuals with developmental disabilities and their families to ensure meaningful participation in Council activities.

Required Qualifications

- Bachelor's degree in public administration, public policy, social services, law, education, or related field (Master degree preferred).
- Minimum five (5) years of leadership or management experience in disability services, public administration, nonprofit management, or related field.
- Demonstrated experience administering public funds or federal grants.
- Knowledge of the Developmental Disabilities Assistance and Bill of Rights Act and New Mexico's Developmental Disabilities Council Act.
- Experience working with individuals with developmental disabilities and families.

- **Preferred Qualifications** Experience in disability services, developmental disabilities programs, or disability advocacy.
- Knowledge of the Developmental Disabilities Assistance and Bill of Rights Act.
- Experience overseeing guardianship or court-based programs.
- Experience supporting self-advocacy initiatives.
- Juris Doctor (J.D.) or significant experience working with attorneys or court-based programs involving guardianship, disability law, or protective services.
- Lived experience with disability (self or family member) or significant experience supporting individuals with developmental disabilities and their families.

Employment Status

- Appointed by and accountable to the New Mexico Developmental Disabilities Council.
- Position operates pursuant to the authority granted under NMSA 1978, Section 28-16A et seq.
- Subject to applicable state personnel and fiscal regulations as determined by Council structure and state administrative placement.

Core Competencies

- Strategic Thinking & Vision
- Budget and Financial Management
- Collaborative Leadership
- Policy Analysis & Advocacy
- Equity & Inclusion
- Communication & Public Engagement
- Organizational Management

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

Resume

Transcripts