



**ASSET
FUNDERS
NETWORK**

Grantmakers Advancing
Economic Equity

New Mexico Asset Funders Network Regional Program Officer

Asset Funders Network (AFN) is a national membership organization with a clear theory of change working with philanthropy and financial institutions to advance equitable wealth building and economic mobility for low and moderate income people. By actively engaging philanthropy, AFN seeks to dismantle systemic barriers people face when trying to find economic security and confront inequity based on race and gender.

AFN is seeking an experienced, highly motivated, and entrepreneurial individual to be our New Mexico Asset Funders Network (NMAFN) Program Officer to engage and facilitate the Steering Committee and regional chapter membership of our New Mexico chapter. The NMAFN Program Officer will engage statewide and regional area funders and financial institutions as members and participants in both regional chapter and national AFN activities – facilitating learning, sharing data and resources, and developing responsive programming and sector partnerships that align with AFN national strategies to achieve goals set by the regional chapter.

The NMAFN Program Officer will advance AFN's mission and work within the seven issue areas affecting economic security and wealth building, with support of AFN leadership and other regional officers. As part of the role, the NMAFN Program Officer is responsible for the day-to-day communication with funders and has the independence, with the local Steering Committee, to design strategy and programmatic activities to advance the chapter's goals and AFN's mission. The Officer will be expected to raise funds to support local activities and manage the budget in the region in collaboration with AFN's finance and membership staff. The Program Officer will coordinate with local and regional funders to define and align issues of common interest, as well as to develop initiatives and align strategic grant making.

Finally, the Regional Officer will work with the Steering Committee and Regional Chapter members to define and address issues of common interest and facilitate collaborative or aligned strategic grant making to foster system change and greater economic security and economic equity.

AFN requires evidence of COVID-19 vaccination as a condition of employment. Travel to meetings within the state, as well as occasional national travel will be required.

Deliverables and Services

Under an employment contract, the employee serving as AFN's New Mexico Program Officer is specifically responsible for defined deliverables reflecting New Mexico AFN's priorities for the regional strategy consistent with AFN's mission strategic plan.

Connect and Build

- Engage funders (grantmakers and financial institutions) with AFN's value proposition and potential of peer technical support, shared metrics, and aligned funding efforts.
- Explore interest in and cultivating the AFN chapter including coordinating follow up efforts, hosting in-person and virtual events, and cultivating and engaging funders as members and asset building investors.
- Lead the continued development of a sustainable chapter supported by funders and financial institutions.
- Organize and support a NMAFN Steering Committee by developing meeting agendas, content for webinars and convenings, and, where appropriate, helping to prepare aligned or shared actions.
- Provide information and feedback and updates on the NMAFN regional budget via the AFN fiscal team to the regional Steering Committee for them to transparently understand chapter membership and fiscal capacity.
- Build relationships with allied funder affinity groups and nonprofit coalitions in the region on key issues for maximum impact and collaboration
- Actively participate and collaborate in AFN's Western Regional Hub (currently Puget Sound, Oregon, Bay Area, Sacramento, and New Mexico)
- Provide information and fiscal feedback via the AFN Controller to the regional Steering Committee for them to transparently understand chapter membership and fiscal capacity.
- Identify and develop relationships with two members who serve as regional chapter co-chairs to support the stability and facilitate growth of the regional chapter.
- Identify and actively recruit new chapter members in collaboration with Steering Committee co-chairs and the national AFN Membership team

Inform and Elevate

- Implement the national AFN Strategic Work Plan and the aligned local strategic priorities to achieve deliverables for the region.
- Create and implement a regional strategic work plan including goals and planned activities, outputs, and timetable.
- Inform and provide information for grant proposals and reports (via the AFN Membership Team) to support the New Mexico chapter's planned activities, or to support issue briefs or projects related to regional interests.
- Plan and implement regional programming and convenings, e.g. funder/regional forums including identifying and coordinating 1-2 speakers and as appropriate related webinars and funder surveys.
- Cultivate and maintain relationships with regional philanthropy serving organizations, nonprofit and funder affinity groups, and coalitions through attendance and participation in key sector events and meetings on an ongoing basis.

Influence

- Representing AFN at conferences and funder groups as a thought leader (including the AFN biennial national conference)
- Providing support and content expertise to AFN webinars, conference sessions and meetings (as requested or as developed through a planning process).
- Encouraging New Mexico-based funders to attend AFN's programming as a learning and engagement opportunity

Special Projects

- Bi-weekly attendance (via Zoom) and participation at the Native American Recovery Zone Grant funder meetings to represent the Family Economic Security Table

Requirements

Full COVID-19 vaccination required.

- Minimum of seven years' experience in philanthropy or the non-profit field.
- History working with philanthropy and/or nonprofits to advance social and/or asset building strategies.
- Experience and comfort working independently, with remote colleagues.
- Excellent writing and presentation skills.
- Experience and comfort facilitating groups, managing events, and leading meetings.
- Provide appropriate documentation to HR

Location for Work

The NMAFN Program Officer would be based in New Mexico working remotely from his/her/their home or leveraged office space with the ability to travel to meetings as needed throughout the region.

Compensation

Salary Range

This position is exempt and starts at 50% of full-time employment (averaging in the range of 15 hours per week) which is equivalent to \$60,000 - \$68,000 per year plus benefits, calculated based on a full-time base salary of \$120,000 - \$137,000. There is potential for this position to grow in hours and compensation over time, particularly as new members and initiatives are undertaken.

Benefits

Benefits include a 401K contribution (5% of salary), a QSEHRA health expenses reimbursement (annual expenses up to \$6,150 for self-only coverage and \$12,450 for family coverage), home office expense reimbursement (up to \$2,500 per year), unlimited PTO, and more.

Term

An employment contract will be negotiated for April 1, 2024 – December 31, 2024, renewable annually upon performance achieving agreed upon deliverables and dependent on continued funding.

Maximum hours of work

This contract for services is estimated to average 60-70 hours per month over 9 months (commensurate with experience and the agenda of activities) anticipating that some months will have greater or lesser hourly requirements to meet deadlines or perform the required work. Depending on the work planned and fundraising for New Mexico AFN, the contract has the potential for growth in the hours.

About AFN

The Asset Funders Network (AFN) is:

- the leading national nonprofit membership organization that as a philanthropy support organization engages philanthropy (public, private, financial institutions, non-profit, and corporate philanthropy) to advance equitable wealth building and economic mobility.
- a membership organization for funders. To achieve its mission, AFN informs, fosters connections across networks, influences grant giving strategy, and builds momentum for systems change.
- committed to advancing diversity, equity, and inclusion internally and externally.
- staffed by committed, collaborative and experienced professionals located across the country to advance the AFN mission.

AFN recognizes that staff can exercise their flexibility to engage as contractors or volunteers with other organizations (funders, non-profits, or public entities). AFN policy explicitly does not restrict outside employment or contracting as long as there is no conflict of interest.

How to Apply

Interested candidates should submit their resume and a statement of interest to to employment@assetfunders.org. Please reference the position title in the subject line of email. Priority for consideration will be given to candidates who apply by Friday, March 1, 2024. Candidates will be reviewed on a rolling basis.