



Native Workforce Partners

Executive Director Position Description

Status: Independent Contractor

Location: Remote position based in New Mexico

Hours: 20–25 hours per week

Compensation: Not to exceed \$65 per hour

Native Workforce Partners (NWP) seeks a mission-driven, proactive, and highly organized Executive Director (ED) to provide strategic leadership and operational direction for a statewide Native workforce organization. The ED will oversee project implementation, partner and consultant coordination, grant research, application and management, budget planning and oversight, fundraising, and event coordination to support the organization's growth and impact.

The ideal candidate will have extensive nonprofit leadership expertise and will bring experience working with youth and adult workforce programs, apprenticeships, advocacy and coalition building, and policy engagement. The ED will regularly interface with Tribal leadership and staff, New Mexico state agencies and key partners to advance workforce opportunities for Native communities. The Executive Director will report to NWP leadership.

This is a contracted leadership position supporting a collaborative network of Tribal workforce programs and partners dedicated to strengthening career pathways and workforce systems for Native communities across New Mexico.

Key Dates/Timeline

- **April 14, 2026, 5:00 PM MST** - NWP Executive Director application packets due.
- **April 15-22** - Initial application review and candidate screening.
- **Late April / Early May 2026** - Candidate interviews conducted by NWP leadership.

- **Mid May 2026** - Final candidate selection and offer extended.
- **Late May 2026** - Executive Director onboarding begins.

About Native Workforce Partners (NWP)

Native Workforce Partners (NWP) is a mission-driven coalition dedicated to advancing workforce development, education, and career opportunities for Native American youth and communities in New Mexico, including Ysleta del Sur in Texas. Our mission is to strengthen Tribal workforce systems by uniting 15 WIOA Section 166 and Public Law (P.L.) 102-477 programs to build collective capacity, share resources, and expand access to quality employment and training opportunities for Native people. NWP operates under the fiscal sponsorship of New Mexico Community Trust (NMCT).

NWP is guided by a collaborative leadership structure designed to reflect the collective voice and priorities of its member programs. The coalition is led by two Co-Chairs, who are selected from among the member organizations and serve in a representative capacity. The Co-Chairs are responsible for setting strategic direction, facilitating coalition meetings, and serving as primary points of coordination and external representation. They work in close partnership with member program leaders, who contribute to decision-making through regular convenings and consensus-based processes. This structure ensures that leadership remains grounded in Tribal perspectives while supporting shared ownership, accountability, and coordinated action across the coalition.

Position Summary

The Executive Director (ED) provides strategic and operational leadership for NWP and ensures implementation of the organization's mission, bylaws, and strategic priorities as defined by the NWP Leadership Team.

This is a hands-on leadership role requiring experience in nonprofit leadership, grant management, coalition building, project management, and workforce development—particularly within Tribal and Native-serving contexts.

The ED will also manage a significant grant transition period in June 2026, when a \$150,000 grant concludes and a new \$450,000 grant begins. This transition requires strong organizational, fiscal management, and fundraising capabilities.

The ED serves as the primary external representative of NWP, interfacing with Tribal leadership, state agencies, partner organizations, and funders, while reporting directly to the NWP Co-Chairs.

Within the first year, the ED will work with Tribal partners and workforce stakeholders to advance concrete opportunities for Native workers and youth in emerging sectors such as climate resilience, infrastructure, and energy. NWP encourages the ED to bring

forward new ideas, partnerships, and initiatives that expand opportunity, build sustainable career pathways, and position Native communities to benefit from major investments.

Core Responsibilities

A. Strategic Leadership & Organizational Development

Mission & Values Alignment - Ensure all NWP initiatives align with the organization's mission and strategic goals while upholding core values of respect, reciprocity, equity, collaboration, accountability, and cultural integrity.

Organizational Capacity Building - Strengthen organizational infrastructure and support development and implementation of policies and procedures as directed by the NWP Leadership Team.

Advocacy & Policy Engagement - Serve as an advocate for Native workforce initiatives by engaging with state agencies, tribal leadership, and policymakers to promote equitable workforce opportunities and remove systemic barriers.

Partnership Development - Build and maintain strong relationships with Tribal workforce programs, state agencies, federal partners, and community organizations.

B. Financial & Grant Management

Grant Administration - Oversee compliance, reporting, and implementation of existing and future grants, including management of the June 2026 funding transition.

Budget Development & Financial Oversight - Collaborate with the NWP Treasurer and Fiscal Sponsor (NM Community Trust) to develop and manage organizational budgets and ensure responsible stewardship of funds.

Fundraising & Resource Development - Identify and pursue new funding opportunities and partnerships to sustain and expand NWP's mission and initiatives.

C. Program Oversight & Supervision

Program Development & Evaluation - Provide oversight and program evaluation of existing youth programs, apprenticeship initiatives, and workforce development efforts aligned with NWP's strategic priorities ensuring programs leverage labor market data and best practices and are aligned with the goals.

Supervision - Supervise the Website & Communications Coordinator contractor and ensure alignment with project goals and organizational priorities.

Project Management & Event Coordination - Oversee implementation of NWP initiatives, projects, and major convenings, including the annual NWP All-Grantees Meeting.

D. Reporting, Communication & Coalition Engagement

Leadership Reporting - Provide regular reports to the NWP Leadership Team and Steering Committees via a biweekly meeting facilitated by the ED on program progress, financial status, and strategic priorities.

Coalition Coordination - Maintain active collaboration with the 15 WIOA Section 166 and P.L. 102-477 program partners.

Communication & Outreach - Develop clear and culturally responsive communications for diverse audiences including youth, Tribal leaders, government partners and funders.

Fiscal Sponsor Coordination - Maintain consistent communication with the Fiscal Sponsor (NMCT) regarding financial reporting and compliance.

E. Required Qualifications

Education - Bachelor's degree in Public Administration, Education, Nonprofit Management, Business Administration, Social Work, or a related field.

Experience - Minimum five (5) years of progressive leadership or management experience in workforce development, nonprofit leadership, education, or related public sector roles.

Demonstrated experience working with Tribal communities or Native workforce programs with strong cultural awareness and respect for Tribal sovereignty.

Demonstrated experience in:

- Grant writing and grant management
- Budget development and financial oversight
- Nonprofit governance and operations
- Project management
- New Mexico state policy and interaction with New Mexico state agencies

- Coalition building and partnership development
- Workforce development systems and labor market analysis

Key Skills & Attributes

Self-Starter - Able to work independently with minimal supervision while proactively advancing organizational priorities.

Strategic Workforce Systems Thinker - Understands Tribal and state workforce ecosystems and can identify opportunities to strengthen career pathways for Native communities.

Connector & Convener - Skilled at bringing diverse stakeholders together to build collaborative solutions and partnerships.

Highly Organized - Strong project management and coordination skills with attention to detail.

Political & Cultural Acumen - Ability to navigate complex political, governmental, and Tribal environments with professionalism and respect.

Application Submission - Qualified candidates are invited to submit the following materials:

1. Letter of Interest (Cover Letter)
2. Resume
3. Three Professional References (Name, Title, Email, Phone)

Please direct questions about this position to Steph Poston stephposton@msn.com or (505) 379-6172.

Full application packet must be emailed by April 14, 2026, 5:00 PM MST to BOTH emails: hello@nativeworkforcepartners.org AND stephposton@msn.com.