

Director/CEO, New Mexico Consortium
Job Description

This is a full-time position, exempt from the overtime provisions of the federal Fair Labor Standards Act. The work will be performed primarily onsite at the NMC, with opportunities for remote/hybrid work as well.

Reports to:

The NMC Board of Directors.

Background on NMC

Established in 2006, the New Mexico Consortium (NMC) is a non-profit corporation formed by three New Mexico research Universities (University of New Mexico (UNM), New Mexico State University (NMSU), and New Mexico Tech (NMT)) to facilitate research in the state of New Mexico and specifically to increase research collaborations between universities, industry, and Los Alamos National Laboratory (LANL). NMC partners with LANL to develop, implement, and continually improve models that encourage and support collaborative research across its partner institutions. The NMC was formed to anticipate what may be required for LANL, universities and industry to work together to tackle large-scale problems in a cross-institutional, cross-disciplinary approach.

Job Summary:

The Director/CEO manages all research programs and oversees all operations of the NMC. The Director/CEO reports and is accountable to the NMC Board, and is responsible for supervising the COO, the Facilities Manager, the Safety/Compliance Administrator, the Communications/Outreach Administrator, and all program activity (including conferences and research activity). The Director/CEO also manages the programmatic interface with LANL, which is through LANL's National Security Education Center (NSEC) and Partnerships and Pipelines office.

Primary responsibilities include strategy and program development for NMC research, education, and economic development programs, and coordinating NMC partnerships in these areas with NMC partners (LANL, NMT, NMSU, and UNM).

Strategy and Program Development

The Director/CEO leads NMC program development, research, and education programs and is responsible for the overall high quality of these activities. The Director/CEO

- Provides technical direction and leadership for all NMC programs including research, education, technology commercialization, program development, and conferences.
- Develops and implements strategic planning for research and education in partnership with the NMC universities and LANL.
- Structures, contributes to, and oversees internal and external communications on the institutional mission, goals, and programs.
- Manages strategic partnerships and relationships with the NMC members (NMT, NMSU and UNM and LANL).
- Works with partners and member institutions to ensure that agreements, policies, and procedures support common goals and facilitate member participation.
- Sets and manages organizational priorities to ensure that NMC activities and resources support the mission of the organization and its strategy.
- Supports common goals and facilitates the participation and objectives of NMC partners.

Facilities Management and Operations

The Director/CEO oversees operations in the NMC facilities and ensures compliance of NMC operations with the state and federal regulations and compliance of NMC policies with NMC

contractual commitments and agreements with NMC partners. The Director/CEO:

- Develops and manages a plan for safe operation of the NMC's Research Facilities in support of NMC science priorities. The plan will include establishing and overseeing policies and procedures for laboratory space allocation, materials handling, compliance, procurement, safety, waste management, maintaining scientific equipment, and other infrastructure in support of science programs.
- Develops and oversees the operating budget for the facilities.
- Oversees NMC personnel policies for personnel working on research programs.
- Ensures compliance with NMC personnel agreements regarding joint operations.
- Works with staff to develop and maintain Research Facilities to established requirements.

Project Management

The Director/CEO:

- Oversees proposal submissions related to research programs; ensures proposals are consistent with NMC's cost structure and policies, NMC obligations to NMC's partners, and NMC strategy and mission.
- Works with the NMC researchers in NMC programs to ensure project finances and staffing consistent with NMC cost structure and policies and program objectives.
- Oversees compliance on NMC contractual commitments on research programs.
- Acts as PI on collaborative research programs as appropriate.

Minimum Qualifications:

- Advanced degree in a STEM-based or related field
- Experience in leading and managing complex research teams
- Experience performing research

Preferred Qualifications

- Ph.D. in a STEM-based or related field
- Ability to effectively multi-task and prioritize in a dynamic team environment
- Strong management, organizational, and interpersonal skills
- Demonstrated history of developing and leading interdisciplinary teams in innovation
- Experience managing a research facility
- Experience working with students and workforce development programs
- Proficiency in setting financial priorities and allocating resources in a data-informed, innovative and responsible manner
- Ability to communicate with clarity and impact in a wide variety of settings
- Ability to make timely, appropriate decisions regarding issues of major importance to the NMC and its partners, even when faced with incomplete information
- Familiarity with New Mexico, national laboratories, and institutions of higher education
- Experience serving on a range of advisory boards, including startup companies and non-profit organizations
- Demonstrated commitment to valuing diversity, equity, and contributing to an inclusive work and learning environment.

Attendance Requirements:

- This is a full-time position that requires some travel, especially within the State of New Mexico to interact in person with the partner institutions.