



The New Mexico Chapter of NAIOP, the Real Estate Development Association is currently seeking qualified applicants for a full-time Executive Director. This position is located in Albuquerque, NM.

Minimum Skills/Requirements:

- Bachelor's degree in relevant area of study
- Two years relevant work experience, to include non-profit administration, association management and/or government affairs/public policy
- Basic knowledge of accounting procedures and practices
- Ability to interact professionally with a wide range of personalities, demonstrate professional persuasiveness
- Ability to work with and support volunteers who have demanding schedules in fulfilling their corporate responsibilities
- Excellent written and verbal communication skills, and public speaking skills
- Knowledge of New Mexico commercial development and real estate market preferred

Primary Job Responsibilities

The Executive Director is responsible for all advocacy support, administrative, event planning, and communication activities of NAIOP New Mexico. Specifically, the successful candidate will:

- Serve as the go-to spokesperson for issues related to commercial development and real estate in our region.
- Oversee NAIOP NM's Political Action Committee and work with the PAC committee representatives in identifying issues and candidates to support.
- Work with NAIOP New Mexico's Lobbyists to coordinate and deliver effective advocacy for development.
- Represent NAIOP New Mexico or assist chapter officers or directors in representing NAIOP New Mexico at meetings regarding legislative or regulatory matters.
- Serve as the NAIOP New Mexico representative at industry coalition meetings
- Serve as a liaison between NAIOP New Mexico and local elected officials and boards i.e., City Councils, Commissions, ABCWUA, etc.
- Perform general administrative and operational duties associated with the Executive Director of a 501(c)(6) non-profit organization membership organization, to include bookkeeping and accounting, technology and social media management, communications and membership management.
- Lead and implement organizational planning and development, including strategic planning and reporting.
- Effectively administer and participate in regular Board and Chapter meetings.
- Provide supervision to NAIOP New Mexico Chapter Administrator to deliver high quality chapter events.
- Reports to Chapter President and Board of Directors

About Us

NAIOP New Mexico (www.naiopnm.org) is a local chapter of a national 501(c)(6) non-profit association that represents the interest of developers and owners of industrial, office, mixed-use, residential and related real estate throughout North America. NAIOP provides communication, networking and business opportunities for professionals with ties to real estate development and investment. It provides a forum for education; and promotes effective public policy through its grassroots network to create, protect and enhance property values and to stimulate economic development.

To Apply

Please send a cover letter, resume and three (3) references addressed to the NAIOP New Mexico Chapter Executive Committee via email to Lance@AllenSigmon.com.

Deadline for applications will be ongoing until the position is filled. Start date for this position will be November 1st, 2021.