

Director of Finance & Operations Job Description

Con Alma Health Foundation

Job Title: Director of Finance & Operations

Reports To: Executive Director

FLSA Status: Exempt (1 FTE)

Location: Santa Fe, NM with opportunity for hybrid

Starting Salary Range: \$85,000 - \$105,000

ORGANIZATION OVERVIEW

Con Alma Health Foundation was created in 2001 with an endowment of \$20 million through the sale of Blue Cross Blue Shield of New Mexico. The Foundation received an additional \$3.5 million endowment in 2002 from the sale of the Los Alamos Medical Center. This resulted in a collaboration between Con Alma and the Los Alamos Medical Center called the Northern New Mexico Health Grants Group. The Foundation's assets currently total approximately \$33 million.

Con Alma aims to be aware of and respond to the health rights and needs of the culturally and demographically diverse communities of New Mexico. As a private health foundation, Con Alma seeks to improve health status for all those living in New Mexico and advocates for health policies that address the health needs of all. The Foundation makes grants and contributions to fulfill its mission. Learn more about Con Alma's mission and core values [HERE](#)

POSITION SUMMARY

The Director of Finance & Operations is responsible for overseeing the day-to-day operations of the Foundation and has responsibility for carrying out the Foundation's administrative and financial work. The Director of Finance & Operations reports to the Executive Director and works closely with staff, Board of Trustees (BOT), and contractors. Minimal travel required (primarily within New Mexico); some out of state travel may be required.

SALARY AND BENEFITS

The Director of Finance & Operations is a salaried full-time exempt position with a starting salary range of \$85,000 - \$105,000. The Foundation offers a comprehensive benefits package, including medical and dental insurance, a retirement plan, and paid time off.

CORE RESPONSIBILITIES

1) Administrative

- Act as liaison between the Foundation and attorney, CPA, Investment Advisors and all other financial institutions
- Oversee professional service agreements/contracts
- Ensure all Foundation policies and procedures are up to date with best practices
- Issue request for proposals (RFP) for contractors
- Ensure facilities are maintained and oversee contractors
- Support with planning staff training and other meetings
- Acts as the main point of contact for any IT-related issues, security concerns, and other IT operational matters

2) Financial Management

- Partner with Executive Director to prepare and monitor annual operating budget
- Process accounts payable, accounts receivable and monitor cash flow
- Work with external consultants/advisors on monthly financials, cash flows, 5% payout, etc.
- Update signature requirements annually with all financial institutions
- Develop and maintain financial policies and procedures with CPA and external auditors
- Oversee and provide auditors with requested documentation for the annual audit, 990PF tax return and pay quarterly excise tax
- Collect and monitor W9's and file 1099s annually
- All other financial management tasks, as necessary

3) Human Resources

- Manage the processing of employment paperwork and update records as necessary
- Manage 401k benefits program; work closely with retirement plan administrators and custodians to ensure accuracy and compliance of the 401k plan
- Manage group benefits plans
- Maintain employee HR files
- Conduct annual personnel policy review to ensure compliance
- Process payroll and work closely with external payroll company
- Collect and process time off requests, maintain holiday schedule, and flextime schedules

4) Policies and Legal

- Ensure all insurance policies are kept up to date and with sufficient coverage
- File all required annual documents to NMDOJ, SOS and others as required

5) Board of Directors Support

- Staff or oversee Board of Trustees committees, as requested
- Distribute Conflict-of-Interest Statements annually and confirm their return
- Record BOT action items and follow up with responsible parties
- Collaborate with Executive Director to update Board policies, as needed
- Compile changes to Bylaws and file with required legal entities
- Collaborate with the Executive Director to prepare and distribute the quarterly board meeting agenda and materials.
- Partner with the Executive Director to onboard new Board of Trustees members and coordinate ongoing board education.

6) Grantmaking and Program

- Ensure grant payments are timely and accurate
- Update grant making portal with payout information
- Complete financial reporting for grants received
- Participate in project and/or foundation-wide evaluation efforts, as requested/needed

7) Strategy and planning

- Participate in strategic planning process and implementation to support the organization's priorities
- Contribute to the refinement of the Foundation's goals and priorities

8) Other

- Assist with special events, projects and other duties as assigned

PREFERRED QUALIFICATIONS

- Bachelor's degree in business administration, nonprofit management, or a related field; equivalent professional or lived experience is valued and will be considered.
- Minimum of five years' experience in a leadership or management role within the nonprofit, philanthropic sector, or a comparable business environment.
- At least three years' experience coordinating nonprofit audits and managing financial operations, including a strong understanding of GAAP accounting principles, payroll, and benefits administration.
- Proficient in QuickBooks Online, Microsoft Word, Excel, Adobe, and cloud-based systems, with a minimum of three years of relevant hands-on experience.

REQUIRED SKILLS AND COMPETENCIES

- Proven business acumen and strong leadership skills
- Excellent interpersonal, verbal, and written communication abilities
- Self-driven with the ability to work both independently and collaboratively
- Flexible and adaptable, skilled at managing multiple priorities
- Strong analytical and problem-solving capabilities
- Highly organized with keen attention to detail
- Experienced in planning, executing, and monitoring projects
- Solid knowledge of nonprofit laws, regulations, and governance
- Demonstrates high personal integrity and ethical standards
- Able to adapt to the changing needs of the nonprofit sector

HOW TO APPLY

To apply, please email cover letter, resume, and three (3) references to careers@conalma.org.

DEADLINE TO APPLY: October 20, 2025

Con Alma Health Foundation is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.