

# Capacity Building Director

## New Mexico Out-of-School Time Network (NMOST)

**Status:** Full-time, 40 hours/week (exempt, salaried)

**Reports to:** Executive Director

### About NMOST

The New Mexico Out-of-School Time Network (NMOST) is a statewide coalition of policymakers, educators, youth development workers, and stakeholders dedicated to fostering positive youth outcomes. Our core mission is to create, strengthen, and sustain a comprehensive system of support for high-quality afterschool, summer learning, and teen center programs. We envision a New Mexico where **all children and youth** have access to exceptional out-of-school time opportunities, regardless of zip code or income.

### Position Overview

The Capacity Building Director is a key project leadership role that turns strategy into action. Reporting to the Executive Director, this position oversees NMOST's capacity building projects, staff, and partnerships—ensuring initiatives run smoothly, align with network goals, and deliver meaningful results. The role supports staff growth, manages multiple statewide projects, and strengthens the systems that sustain and advance NMOST's impact.

### Purpose

The purpose of the Capacity Building Director position is to build both internal capacity within NMOST and external capacity across the out-of-school-time (OST) field. Internally, this includes enhancing NMOST's operational systems, sustainability, staff collaboration, and project implementation processes to ensure efficiency and alignment across initiatives. Externally, the role supports OST programs in delivering high-quality experiences for youth, advancing professional development, and elevating the OST workforce statewide.

*Note: This role is grant-funded and contingent on continued funding from multiple sources.*

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### Key Responsibilities

#### Leadership & Team Development

- Collaborate with the Executive Director to set organizational goals and lead implementation efforts.
- Support, coach, and empower staff and interns to reach their professional and project goals.
- Develop and monitor contracts for consultants.
- Foster a positive, inclusive, and learning-oriented team culture.
- Assist with staff recruitment, onboarding, and professional growth.
- Streamline internal processes to increase efficiency and alignment across projects.

#### Project Implementation

- Oversee and coordinate NMOST initiatives, including OST mapping, Women in STEM, Service Learning, and Youth Entrepreneurship.
- Assess OST provider needs, develop training materials, conduct training sessions and provide technical assistance or mentoring.

- Lead quality improvement efforts, including relaunch of NMOST's quality guidelines, self-assessment tools, and action planning with local providers.
- Plan and implement events such as our annual conference and the OST Leadership Institute.
- Manage relationships with funders, providers, and community partners to ensure high-quality OST programs statewide.
- Provide guidance and structure for overall project planning, implementation, and evaluation.

### **Funding & Reporting**

- Lead project management for grant deliverables, budgets, reporting, and implementation timelines.
- Coordinate staff contributions to proposals and grant documentation.
- Prepare and contribute to annual reports and impact summaries.
- Support the Executive Director in advancing fundraising and partnership strategies.

### **Partnerships & Network Engagement**

- Represent NMOST at statewide and national OST events, panels, and conferences.
  - Cultivate partnerships with organizations that strengthen NMOST's initiatives.
  - Engage with communities and stakeholders to identify needs and inform statewide strategies.
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### **Preferred Qualifications**

- Graduate degree in education, public administration, planning, social work, or related field (or equivalent experience).
  - Demonstrated experience in capacity building, program quality improvement and action planning.
  - Proven success in program and project leadership, preferably within the OST or youth development field.
  - Experience in grant management and implementation.
  - Strong team leadership and capacity-building skills.
  - Experience designing and facilitating trainings, events, or learning opportunities.
  - Strong research, communication and organizational skills.
  - Experience working in or with nonprofit organizations preferred.
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### **Work Conditions & Compensation**

- Duties performed in a hybrid office environment.
- Moderate travel within New Mexico and nationally (~20%).
- Occasional evening or weekend work for events or meetings.

### **Employment Requirements**

- Background check required.
- Valid driver's license required.

### **Compensation**

- \$62,000–\$72,000 annually, commensurate with experience, plus health stipend, and generous leave policy

## Application Process

Please send a cover letter, résumé, and three professional references to the Executive Director at [msagbakken@nmost.org](mailto:msagbakken@nmost.org). In your cover letter, please share:

- Why you're excited to join NMOST
- Relevant experience connected to this position

Applications will be reviewed on a rolling basis until the position is filled.