

Help Move New Mexico Toward a Better Future

Are you ready to lead complex programs that shape the future of New Mexico's public schools? We are seeking a motivated, mission-driven professional to manage our Funding Programs Department — a critical part of how New Mexico supports safe, effective public school facilities across the state.

As Funding Programs Manager, you will oversee the daily operations of the department, including the solicitation, processing, and administration of grant applications submitted by school districts. You'll provide guidance on how funding can be used under state law—helping districts determine whether and how to pursue building system replacements, new construction, or other eligible improvements.

This position requires a combination of program management skills, analytical thinking, and strong interpersonal abilities. You'll need to build supportive relationships with school districts, provide clear and diplomatic guidance, and ensure that funding decisions and project scopes align with program requirements, available resources, and school needs. You will also supervise one or more employees and work closely with internal PSFA leadership.

A high level of independent judgment, responsiveness, and attention to detail is essential.

Salary: 85k-93k (DOE)

Ideal Candidate

We're looking for someone who is:

- Organized and process-driven – able to evaluate and improve workflows.
- Analytical – able to turn data into clear information to support sound decisions.
- Diplomatic – able to work effectively with school districts, the PSFA's governing council, and other stakeholders even if conversations are challenging.
- Comfortable working with building systems, floor plans, and project scoping, whether through prior experience or a willingness to learn.
- Skilled at public speaking and written communication, including preparing and delivering reports and presentations to leadership bodies.
- Interested in public service, particularly in helping New Mexico's schools access resources fairly and effectively.

Minimum Education and Experience

A background in architecture, construction, or planning is helpful, but not required. Success in this role depends more on your ability to learn quickly, think systematically, and communicate clearly than on formal credentials. However, you must have a bachelor's degree from an accredited college or university and at least seven (7) years of professional experience with increasing responsibility for managing projects or programs. A master's degree is preferred. Experience or education may be substituted for one another at the discretion of the Director.

Knowledge, Skills, and Abilities Required

Leadership & Judgement

- High degree of independent judgment
- Ability to make complex operating, administrative, and procedural decisions
- Ability to foster a cooperative and supportive work environment in which employees feel valued and satisfied by their jobs

Organization & Process Management

- Ability to organize resources and establish priorities
- Ability to manage and analyze workflows

Communication & Interpersonal Skills

- Strong team-focused, interpersonal and communication skills
- Ability to work cooperatively with a wide range of constituencies in widely diverse communities
- Ability to communicate effectively, both orally and in writing
- Ability to deal credibly with agency, Council and legislative leadership

Financial & Administrative Knowledge

- Knowledge of budgeting, cost estimating, and fiscal management principles and procedures
- Ability to understand legal requirements and principles of government purchasing, budgeting, accounting, finance and contract management (experience helpful but not necessarily required if you can learn quickly)
- Ability to gather data, compile information, and prepare reports

Technical & Analytical Skills

- Knowledge of project management principles, practices, techniques and tools

Technology Skills

- Proficient in using computers in a PC/Windows-based operating environment
- Ability to use Excel and PowerPoint with at least a “moderate” level of expertise

Learning & Adaptability

- Ability to learn and understand capital expenditure budgeting policies and procedures to a high level of detail

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to exercise a high degree of independent judgment
- Skill in organizing resources and establishing priorities.

- Skills in workflow analysis and management.
- Ability to work independently with minimal supervision
- Knowledge of the legal requirements and principles of government purchasing, budgeting, accounting, finance and contract administration.
- Knowledge of project management principles, practices, techniques, and tools.
- Ability to communicate effectively, both orally and in writing.
- Ability to make complex operating, administrative, and procedural decisions.
- Knowledge of budgeting, cost estimating, and fiscal management principles and procedures.
- Ability to foster a cooperative work environment.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to assess contract compliance and product/service quality.
- Skill in organizing resources and establishing priorities.
- Ability to gather data, compile information, and prepare reports.
- Proficient in the use of computers, specifically in a PC, Windows-based operating environment.
- Knowledge of capital expenditure budgeting policies and procedures.
- Knowledge of budgeting, cost estimating, and fiscal management principles and procedures.
- Excellent interpersonal skills and the ability to deal credibly and effectively with agency, council and legislative leadership.

MINIMUM EDUCATION AND EXPERIENCE

A Bachelor's degree in Administration, Business, Management, Finance or other related discipline and 7 years of public sector experience directly related to performing the duties and responsibilities specified.