invites applications for the position of

Chief Regulatory Compliance Officer

The Selection Process
Candidates are encouraged to apply immediately by submitting a comprehensive resume, compelling cover letter, current salary, and a minimum of five work-related references. Interested candidates can apply via email to apply@ralphandersen.com. The first review of resumes will take place on April 6, 2016. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

Ralph Andersen & Associates will conduct preliminary interviews as applications are received. Only the most highly qualified candidates will be invited for an on-site interview. The selection process may also involve a supplemental questionnaire. References will not be contacted until mutual interest has been established. It is anticipated that the newly selected Chief Regulatory Compliance Officer will join the New Mexico Finance Authority by June 2016 or at a mutually agreeable date. Confidential inquiries are welcomed to Robert Burg at (916) 630-4900.

The New Mexico Finance Authority is an equal employment opportunity employer and encourages all qualified individuals to submit an application for this exceptional career opportunity.

This recruitment will incorporate existing rules and regulations that govern public sector recruitments in the State of New Mexico. Information presented to the New Mexico Finance Authority for consideration may be made available to the public upon request by interested parties, in accordance with public disclosure/open records laws.
An Outstanding Opportunity

The New Mexico Finance Authority (NMFA) in Santa Fe is conducting a national search for the position of Chief Regulatory Compliance Officer. Ideal candidates must be of the highest integrity, have a proven track record, and possess excellent interpersonal, problem solving, communication, leadership, and regulatory compliance skills. Reporting to and serving as the principal advisor to the CEO, the Chief Regulatory Compliance Officer is a critical position established to lead the newly established compliance program within the NMFA. The Chief Regulatory Compliance Officer position is a critical and highly visible position requiring strong organizational and professional ethics. This position is responsible for all regulatory compliance activities of the NMFA necessary to ensure achievement of objectives for an effective compliance program, including overseeing a highly capable staff of one to two full-time employees. This is an exciting professional opportunity for the successful candidate to join one of the most prominent finance authorities in the country and to live in the beautiful State of New Mexico, where it offers an excellent quality of life, as well as a variety of recreational and cultural opportunities.

New Mexico – A great place to live, work, and play

New Mexico is known as the Land of Enchantment, and is unique among the United States for its strong Hispanic and Native-American influences. The landscape ranges from wide, rose-colored deserts and mesas to forested mountain wilderness and high, snow-capped peaks.

Santa Fe – Located at 7,000 feet elevation in the southern Rocky Mountains, Santa Fe is the capital of New Mexico and is one of the greatest destination cities of the world. The rich cultural history, vibrant art market, and active outdoor scene make for an unparalleled quality of life, and the healthy, diverse economy provides opportunities for entrepreneurs from all parts of the globe. Santa Fe is known as the “City Different,” and embodies a rich history, melding Hispanic, Anglo, and Native American cultures whose influences are apparent in everything from architecture, food, and art. There are numerous art galleries and museums in Santa Fe, and culinary enthusiasts can find great restaurants in every price range. The Santa Fe Opera, Aspen Santa Fe Ballet, and Santa Fe Chamber Music Festival headline an exceptional array of performing arts. The City lies on the edge of the vast New Mexican desert and the Sandia Mountains, which offers skiing, hiking, fishing, mountain biking, river rafting, horseback riding, hunting, camping, and other outdoor adventures. The mild climate and clean air make the area a year round destination for golfers, tennis players, and history buffs.

Albuquerque – Located at 5,000 feet elevation with 310 days of sunshine per year, Albuquerque is recognized as one of the most culturally diverse cities in the country. Albuquerque’s ethnic tapestry is reflected in its architecture, artwork, cultural centers, and cuisine. Countless customs and traditions passed down over generations are a vibrant part of daily life in the City, and make Albuquerque an epicenter of authentic Southwestern culture. Residents and visitors enjoy the traditional New Mexican restaurants, shopping at one of more than 3,000 shops and galleries, partaking in world-class visual and performing arts, and playing on the best golf courses in the Southwest. New Mexico is the confluence of past and present more dramatic than in Albuquerque, where the modern city skyline is set against a backdrop of the ancient Sandia Mountains.

About NMFA

The primary mission of the New Mexico Finance Authority is to provide low-cost financing for projects totaling over $2,000 million annually. The NMFA operates municipal bond and loan programs, as well as market rate credits and private sector funding programs.

The New Mexico Finance Authority was created by the New Mexico State Legislature in 1992 to finance infrastructure projects for the state’s counties and cities and certain departments of state government. The objective was to provide low-cost financing for borrowers who might not otherwise be able to access the tax-exempt bond market on a cost-effective basis. The 1992 Act created the New Mexico Public Projects Revolving Fund (PPRF) as the vehicle to accomplish this financing objective. As authorized by the statute, the NMFA issues tax-exempt PPRF bonds to obtain the funds it lends to New Mexico government entities. The statute created the Governmental Gross Receipts Tax to serve as a credit enhancement for the PPRF’s bonds. Although the legislature has created additional program responsibilities for the NMFA, the PPRF remains the core of its activities. The Authority’s primary programs include:

- The Public Project Revolving Fund;
- The Drinking Water State Revolving Loan Fund;
- Water Project Fund;
- Local Government Planning Fund;
- State Small Business Credit Initiative; and
- Economic development programs, including New Markets Tax Credits and other programs.

The NMFA Board

Pursuant to the 1992 Act, all officers of the Board are elected by the Board Members with the exception of the Board Chair, who is an appointed member selected by the Governor.

The NMFA Board is comprised of 11 members. The Secretary of the Department of Finance and Administration, the Secretary of Economic Development, the Secretary of Environment, the Secretary of Energy, Minerals and Natural Resources, the Executive Director of the New Mexico Municipal League, and the Executive Director of the New Mexico Association of Counties are ex-officio members of the NMFA with voting privileges. The Governor, with the advice and consent of the Senate, appoints five members to the NMFA Board, including the Chief Financial Officer of an institution of higher education and four members who are residents of the State. The appointed serve at the pleasure of the Governor for four year terms.

The Position

The Chief Regulatory Compliance Officer acts as staff to the CEO by monitoring and reporting results of the compliance/ethics efforts of the company and provides guidance to the Board and senior management team on matters relating to regulatory compliance. The Chief Regulatory Compliance Officer, together with the CEO, is authorized to implement all necessary actions to ensure achievement of the objectives of an effective compliance program.

Other functions and responsibilities of this position include:

- Oversees the Compliance Program, functioning as an independent and objective person that reviews and evaluates regulatory compliance issues/concerns within the organization;
- Ensures the Board of Directors, management, and employees are in compliance with the rules and regulations of regulatory agencies that and company policies and procedures are being followed.
- Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct; manages the day-to-day operations of the Program;
- Develops and periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees;
- Collaborates with other departments to direct regulatory compliance issues to appropriate existing channels for investigation and resolution; consults with the General Counsel as needed to resolve difficult legal compliance issues;
- Responds to alleged violations of rules, regulations, policies, and procedures by evaluating or recommending the initiation of investigative procedures, develops and oversees a system for uniform handling of such violations;
- Acts as an independent review and evaluation body to ensure that regulatory compliance issues and concerns within the organization are being appropriately evaluated, investigated, and resolved;
- Monitors, and as necessary, coordinates regulatory compliance activities and development of a plan that remains abreast of the status of all compliance activities and to identify trends;
- Identifies potential areas of regulatory compliance vulnerability and risk; develops and implements corrective action plans for resolution of problematic issues; provides general guidance on how to avoid or deal with similar situations in the future;
- Provides reports on a regular basis, as directed or requested, to keep the Board, Audit Committee, CEO, and senior management informed of the operation and progress of compliance efforts;
- Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required;
- Institutes and maintains an effective compliance communication program for the organization including promoting an understanding of new and existing compliance issues and related policies and procedures;
- Works with the Human Resources Department and others as appropriate to develop an effective regulatory compliance training program including appropriate introductory training for new employees as well as ongoing training for all employees and managers;
- Monitors the performance of the Compliance Program and related activities on a continuing basis, taking appropriate steps to improve program effectiveness.

The Ideal Candidate

The New Mexico Finance Authority is seeking a proactive, entrepreneurial, and dedicated individual to oversee the newly established compliance section. Uncompromising ethics and the highest level of integrity are essential to a candidate’s success in this recruitment. The ideal candidate will be a champion and advocate of regulatory compliance and display a strong passion for the efficient and effective discharge of designated responsibilities.

The new Chief Regulatory Compliance Officer will have a willingness to make a long-term commitment to NMFA. A high degree of...
A Great Place to Live, Work, and Play

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About NMFA

The primary mission of the New Mexico Finance Authority is to provide low-cost financing for planning, design, and construction; equipment and vehicle purchases; conservation, development, and delivery of water resources; and private sector economic development and job creation. The Authority provides infrastructure loans for public projects totaling over $200 million annually and maintains a $10 million dollar operating budget. The NMFA has approximately $2 billion in assets and operates municipal bond and loan programs, as well as new market tax credits and private sector funding programs.

The NMFA Board

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The Position

The Chief Regulatory Compliance Officer acts as staff to the CEO by providing information on the operation and progress of compliance efforts and acts as the principal advisor to the CEO, the Chief Regulatory Compliance Officer is a key position established as part of the new regulatory compliance program within the NMFA. The Chief Regulatory Compliance Officer position is a critical and highly visible position requiring strong organizational and professional ethics. This position is responsible for all regulatory compliance activities of the NMFA necessary to ensure achievement of objectives for an effective compliance program, including overseeing a highly capable staff of one to two full-time employees. This is an exciting professional opportunity for the successful candidate to join one of the most prominent finance authorities in the country and to live in the beautiful State of New Mexico where offers an excellent quality of life, as well as a variety of recreational and cultural opportunities.

The Ideal Candidate

Develops, initiates, maintains, and revises policies and procedures for the general operation of the Compliance Program and its related activities to prevent illegal, unethical, or improper conduct; manages the day-to-day operations of the Program;

Develops and periodically reviews and updates Standards of Conduct to ensure continuing currency and relevance in providing guidance to management and employees;

Collaborates with other departments to direct regulatory compliance issues to appropriate channels for investigation and resolution; consults with the General Counsel as needed to resolve difficult legal compliance issues;

Responds to alleged violations of rules, regulations, policies, and procedures by evaluating or recommending the initiation of investigative procedures; develops and oversees a system for uniform handling of such violations;

Acts as an independent review and evaluation body to ensure that regulatory compliance issues and concerns within the organization are being appropriately evaluated, investigated, and resolved;

Monitors, and as necessary, coordinates regulatory compliance activities to determine remaining abreast of the status of all compliance activities and to identify trends;

Identifies potential areas of regulatory compliance vulnerability and risk; develops and implements corrective action plans for resolution of problematic issues; provides general guidance on how to avoid or deal with similar situations in the future;

Provides reports on a regular basis, as directed or requested, to keep the Board, Audit Committee, CEO, and senior management apprised of the status of regulatory compliance initiatives;

Ensures proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required;

Institutes and maintains an effective compliance communication program for the organization including promoting an understanding of new and existing compliance issues and related policies and procedures;

Works with the Human Resources Department and others as appropriate to develop an effective regulatory compliance training program including appropriate introductory training for new employees as well as ongoing training for all employees and managers; and

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political sensitivity is needed. The ideal candidate will be a champion for a teamwork environment where feedback and suggestions are welcomed. A solid leader is needed who is able to identify and utilize each employee’s individual strengths, while mentoring and encouraging staff development. The selected candidate will be expected to quickly build strong working relationships with a wide array of constituents internal and external to NMFA.

Ideal candidates will possess the following characteristics, knowledge, and abilities:

- Model the highest standards of honesty and integrity;
- Comprehensive knowledge of compliance policies, procedures, goals, objectives, and regulatory compliance activities as they apply to the NMFA organization;
- Expertise and experience in the application and interpretation of generally accepted regulatory compliance principles, concepts and theories;
- Expertise in State of New Mexico, Federal, and local regulatory compliance laws, rules, and regulations pertinent to a financial institution; and
- Ability to speak and present information effectively to top management, public groups, and/or Board of Directors.

Education and Experience

This position requires a Bachelor’s degree from an accredited college or university and a minimum of ten years of experience with Federal and State (New Mexico desired) regulatory compliance laws and regulations in a financial institution, financial institution regulatory agency, or in a consulting capacity. An advanced degree or equivalent consulting experience is desired. The Chief Executive Officer will select the best combination of education, experience, and credentials that meets NMFA’s specific needs.

The Compensation

The salary range for this position is up to $140,000 with an excellent benefit package. For more detailed information, contact Ralph Andersen & Associates. The New Mexico Finance Authority offers a competitive benefit package that includes:

- Retirement – Participation in the Retirement Plan for Employees of New Mexico Finance Authority is a 401(a) plan with an employee and employer contribution match requirement.
- Holidays
- Vacation
- Sick Leave
- Medical Insurance, Dental Insurance, and Vision
- Life and AD&D Insurance
- Short- and Long-Term Disability Insurance

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