



Executive Director, Revitalize San Pedro Partnership

JOB DESCRIPTION

Revitalize San Pedro Partnership, Inc.

1307 San Pedro Dr. NE · Albuquerque, NM · 87110

About Revitalize San Pedro Partnership

Revitalize San Pedro Partnership, Inc. (RSPP) is a 501c3 non-profit corporation focused on place-based economic development and community preservation. RSPP's mission is to "facilitate opportunities for improvement, growth, preservation, and promotion of the San Pedro Drive Corridor between I-40 and Central Avenue, Albuquerque NM, as a vibrant, diverse, safe, economically vital, attractive, and welcoming place by actively engaging and working together with local businesses, community members, and partners."

In October 2023, RSPP achieved non-profit status and recognition as a New Mexico MainStreet (NMMS) Accelerator program. By October 2025, RSPP had accomplished a series of benchmarks to achieve official designation as a Main Street America™ Accredited program. As an accredited Main Street program, RSPP has access to technical assistance from NMMS, educational development opportunities, and funding opportunities for public infrastructure improvement projects. RSPP also partners with the City of Albuquerque through an annual service contract to deliver specific services supporting revitalization of the San Pedro corridor. Current work includes business and property-owner engagement, placemaking and corridor improvements, economic vitality initiatives, promotion, community partnerships, and implementation of public and private investment projects. As of May 2026, the entire length of the San Pedro corridor is included in the Albuquerque Near Heights Metropolitan Redevelopment Area (MRA), providing expanded opportunities to spur reinvestment by incentivizing development and updating infrastructure.

Executive Director Position

The Executive Director reports to the Board of Directors, with the Board President serving as the primary point of contact for regular supervision and coordination. The Executive Director works collaboratively with the Board to grow and strengthen the organization and implement RSPP's Work Plan and identified Economic Transformation Strategies. The Executive Director works closely with the Board to increase the organization's capacity to support fundraising, promotional and marketing activities, economic development programs, placemaking and corridor improvement projects, and other initiatives consistent with the Main Street Approach™.

Responsibilities include:

1. Working in collaboration with and regularly reporting progress to the Board of Directors to ensure that the organization is meeting its reporting obligations, NMMS/Main Street America™ Accreditation requirements, and Work Plan goals, and providing timely information, background materials and recommendations necessary for informed Board decision-making and effective organizational oversight.
2. Working collaboratively with the Board and its designated committees to implement projects from the Work Plan that support the Main Street Approach™, including Economic Transformation Strategies and the four broad areas of work - Economic Vitality, Design, Promotion and Organization - that support their successful implementation.
3. Serving, with the President of the Board or other designated Board representative, as liaison to the City of Albuquerque (City) and other government and community partners.
4. Working with the Board to seek and sustain funding from the City and other appropriate agencies, donors and grantors and to develop and implement an organizational resource development plan.
5. Developing positive relationships with the Corridor's business and property owners.
6. Growing and maintaining the RSPP [website](#) and social media accounts.
7. Preparing communications, written/digital media announcements and messaging.
8. Developing, in coordination with the Board of Directors, appropriate documentation, policies and procedures for volunteers, projects and events.
9. Helping to recruit, train and manage project volunteers.
10. When funding is available, recruiting, hiring, training and managing paid contract or salaried staff.
11. Maintaining appropriate organizational and financial records and working collaboratively with the Treasurer and Finance Committee to support accurate financial reporting, budgeting, internal controls and Board oversight.
12. Participating in appropriate training and skills development, including mandatory training provided by NMMS.
13. Complying with the RSPP bylaws and all adopted policies and procedures.
14. Performing other tasks as assigned by the Board of Directors.

Qualifications and Attributes:

- Bachelor's degree in a relevant field or an equivalent combination of education and relevant professional experience.
- Relevant experience in nonprofit management, community development, economic development, Main Street programs or a related field.

- Demonstrated project and program management experience, including the ability to manage multiple priorities and stakeholders.
- Experience with fundraising, grant writing, resource development and/or grant administration.
- Strong written and verbal communication, relationship-building and community engagement skills.
- Demonstrated ability to work collaboratively with a volunteer Board and committees, receive and incorporate feedback, build consensus and manage diverse stakeholder relationships.
- Experience with organizational administration, budgeting, financial reporting and internal controls.
- Economic development experience preferred; Spanish/English bilingual fluency is a plus.

Updated October 2026

Executive Director – Revitalize San Pedro Partnership (RSPP)

Revitalize San Pedro Partnership, Inc. (RSPP), a 501c3 community-based nonprofit managing the MainStreet program along the San Pedro Corridor from Central Avenue to I-40 in Albuquerque, seeks a dynamic and collaborative Executive Director to lead the organization's commercial corridor revitalization efforts in partnership with its Board of Directors. The Executive Director will oversee implementation of RSPP's Work Plan and Economic Transformation Strategies, including business and property-owner engagement, placemaking and corridor improvements, economic vitality initiatives, promotion, community partnerships, and related revitalization projects; cultivate relationships with businesses, community and government partners; support fundraising and resource development; and manage the organization's day-to-day operations. A successful candidate will be self-motivated, collaborative, outgoing and organized, with experience in project management and fundraising and grant writing. Economic development experience preferred. Spanish/English bilingual fluency is a plus. Salary range \$65,000-\$75,000 dependent upon experience and qualifications. To apply, or for questions about the position, please email a letter of interest and resume by 5:00 pm MDT, October 30, 2026, to RSPP Hiring Committee via email at revitalizesanpedrojobs@gmail.com.