

# Cándido Arturo Archuleta, Jr.

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## Professional Work Experience

January 2015 to Present

*UNM - New Mexico Land Grant Council/Land Grant Studies Program, (Albuquerque, NM)*

- Program Manager:
  - Oversee day to day operations for both Programs, including supervision of staff and student employees.
  - Provide technical assistance to Community Land Grant throughout the State in the areas of: compliance with applicable state laws; governmental capacity building; conducting elections; budgeting and financial reporting; applying for and expending state capital outlay funding; policy development; developing and revising bylaws.
  - Review, analyze and develop comments and language for federal and state policies and legislation relating to community land grants-mercedes.
  - Provide administrative assistance and support to the New Mexico Land Grant Council.
  - Fulfill NM Land Grant Council's duties as a cooperating agency with regard to U.S. Forest Service and Bureau of Land Management Planning Documents, including Forest Plan Revisions for Carson, Cibola and Santa Fe National Forests and the Rio Grande del Norte Monument Plan.
  - Oversee development of land grant-merced youth leadership program.

January 2009 to Present

*Archuleta Consulting, (Albuquerque, NM)*

- Proprietor:
  - Provide legislative policy advocacy assistance at local, state and federal levels.
  - Provide state and federal grant administration services on projects including a \$300,000 Community Development Block Grant affordable housing infrastructure project; a \$450,000 Collaborative Forest Restoration Program grant.
  - Provide community and economic development services, including project planning and implementation.
  - Provide local government governance guidance and consultation, including the development of a local governance guidebook for political sub-divisions of the State published by the New Mexico Land Grant Council; development of a series of training presentations for local government compliance requirements under state law.
  - Provide staff support to the New Mexico Land Grant Council including: administrative support in the areas of budget preparation and oversight, project management, and serving as the Council's representative before other governmental bodies when necessary; technical assistance to community land grants in areas of governance and capacity building as assigned by the Council; Develop and provide training workshops relating to budget preparation, financial reporting, compliance with statutory requirements of units of government, Infrastructure and Capital Improvement Planning, and land grant elections.

September 2009 to November 2010

*Mexicano Land Education and Conservation Trust (Albuquerque, NM)*

- Executive Director:
  - Supervise one technical assistance provider.
  - Oversee financial management of organization's annual budget of approximately \$100K.
  - Develop and recommend policy for Board of Directors approval with relation to personnel, organizational mission and structure.
  - Develop funding streams to accomplish organizational mission, including but not limited to federal, state and private foundation grants, and fee for service contracts.
  - Develop and advocate for local, state and federal policy initiatives related to Spanish and Mexican Community Land Grants.
  - Provide direct technical assistance in general governance, and compliance, capacity building, comprehensive planning, grant writing, natural resource management and community organizing to land grant communities.
  - Administration and oversight of public and private grant awards.

August of 2002 to September 2009

*North Central New Mexico Economic Development District (Santa Fe, NM)*

- Director of Planning:
  - Supervise planning staff including 2 transportation planners and 1 community development specialist.
  - Develop and present annual Legislative Capital Outlay and Infrastructure Capital Improvement Plan trainings.
  - Provide technical assistance to member communities in the areas of project planning, funding, administration and management for various projects including, water & wastewater systems and community and economic development facilities.
  - Administration of Department of Commerce Economic Development Administration Grants.
  - Testify before legislative interim and standing committees in regards to capital outlay and general fund appropriations as well as policy analysis and proposals.
  - Prepare and present materials at conferences and at local government meetings.
  - Represent District as necessary in absence of Executive Director.
  
- Loan Officer:
  - Administer \$1.5 million in small business revolving loan fund.
  - Manage approximately 30 loan clients, including private businesses, non-profits, and local governments.
  - Process loan applications including credit analysis.
  - Prepare and present loan packets to loan review committee.
  - Process loan documentation, including promissory notes, security agreements, personal guarantees, etc.
  - Process payments and reconcile books on a monthly basis.

- Land Grant Services Provider:
  - Provide technical assistance to land grants throughout the state in the areas of general governance and capacity building, including: budgets, funding application and administration, and compliance with laws pertaining to political subdivisions.
  - Development of policy proposals to address land grant issues at state and federal level.
  - Organize and facilitate the formation of the New Mexico Land Grant Council, including drafting of by-laws and coordination of all meetings.
  - Develop Land Grant Governance Guidebook.

### **Other Accomplishments**

- Appointed by the New Mexico 1st Judicial District to serve as a Special Master to conduct and oversee the Tierra Amarilla Land Grant Board of Trustees Election - May 2015 to Present
- Appointed by the New Mexico 4th Judicial District to serve as a co-Special Master to oversee the San Miguel del Bado Land Grant Board of Trustee Elections - April 2013 - June 2015.
- Treasurer Dolores Gonzales Elementary School PTA - September 2013 - May 2015; September 2017 to Present.
- President Dolores Gonzales Elementary School PTA - September 2011 - May 2013; September 2015 - May 2017.
- Appointed by US Department of Agriculture to service on the Collaborative Forest Restoration Program Federal Technical Advisory Panel - 2008 to 2012.
- Appointed by Governor to service on the Occupational Health and Safety Review Commission - 2010 - Present.
- Appointed by State Auditor to chair Rural Task Force on Accountability - 2008.

### **Education**

BA, Eastern New Mexico University	May 1999
Majors: <i>Political Science &amp; Spanish</i>	GPA 3.72
Masters of Community and Regional Planning, University of New Mexico	May 2004
Emphasis: <i>Community and Economic Development</i>	GPA 3.9