



**NATIONAL HISPANIC  
CULTURAL CENTER  
FOUNDATION**

**Job Opening  
Open Until July 14, 2017**

**Outreach Relations Coordinator**

The National Hispanic Cultural Center Foundation is seeking a dynamic applicant for a position as Outreach Relations Coordinator. This individual's primary responsibility will be to enhance, execute and grow a variety of programs that support the mission of the NHCC. This person must be able to work with internal and external groups with a high level of professionalism. This position will require a self-starter, creative and organized individual who is able to engage supporters through stewardship and cultivation for various levels of involvement with the NHCC.

**Responsibilities:**

1. Analyze and make recommendations to enhance Membership Program, reviewing levels, benefits, participation history and involvement.
2. Promote Membership Program, through program development with Foundation Board, NHCC Foundation Director, NHCC Executive Director and NHCC staff.
3. Showcase Membership Program via website, social media, and newsletters, always ensuring materials are accurate and of interest to potential and renewing members.
4. Work collaboratively with internal staff to develop and coordinate member and donor events.
5. Develop and promote smaller donor recognition campaign opportunities
6. Maintains accurate information of supporters in Etapestry, generate necessary correspondence and reports.
7. Develop and foster donor prospects through exceptional and attentive customer service.
8. Process donations and proper recognition of gifts, ensuring designation is accurately recorded, including hard copy files and documentation.
9. Manage and supervise NHCC Foundation volunteers, including providing them assignments and overseeing the quality of their work.
10. Perform additional administrative job duties, as assigned.

**Qualifications:**

- Proven experience in sales, events, relationship management, customer service, membership associations and/or non-profits.
- Solid attention to detail with emphasis on accuracy & multitasking.
- MS Office skills with experience in databases.
- Excellent problem solving and customer service skills to identify, interpret and resolve situations.
- Strong analytical and task management skills, able to thrive in a fast-paced environment.
- Outstanding oral & written communication skills.
- Natural desire to be proactive, flexible and part of a team.

**Preferred:**

- Undergraduate degree preferred in business, communications, or similar field.
- Passionate about the NHCC mission and can keep a good sense of humor.

**Salary:**

Hourly wage DOE, with bonus opportunities

To apply: Email cover letter and resume to [admin@nhccfoundation.org](mailto:admin@nhccfoundation.org)