

**National Hispanic Cultural Center Foundation
Foundation Director**

NHCC Foundation’s Mission

The NHCC Foundation is dedicated to supporting the National Hispanic Cultural Center, whose mission is to preserve, promote, and advance Hispanic culture, arts, and humanities.

Purpose of Foundation Director Position

The Foundation Director will oversee, direct and implement all facets of the NHCC Foundation’s operations; oversee, direct, implement, and execute all fundraising efforts to support the NHCC Foundation’s operating expenses; and oversee, direct, implement, execute and coordinate fundraising efforts to support the NHCC’s programs and operational needs, including capital and endowment campaigns, equipment needs, and staffing needs. The Foundation Director will be the highest-ranking employee within the Foundation, and will report to the NHCC Foundation Board of Trustees and NHCC Executive Director, except that s/he will report to the NHCC Foundation Board of Trustees exclusively on items that relate to the relationship between the Foundation and the NHCC, such as the lease between the NHCC and the NHCC Foundation.

Organizational Structure & Information

The NHCC Foundation is a 501(c)(3) organization that is dedicated to supporting the National Hispanic Cultural Center, a division of the Department of Cultural Affairs for the State of New Mexico. The NHCC Foundation has a Board of Trustees that govern its operations. The NHCC Foundation and the NHCC also have a governing operating agreement that addresses the relationship between the NHCC and the NHCC Foundation.

Foundation Director’s Primary Responsibilities

Oversee, direct, implement and execute all facets of the NHCC Foundation’s operations. (30%)

1. Develop, monitor and report on annual budget and specialized budgets, with a focus on ensuring budgeted expenses are not exceeded and debt reduction is achieved.
2. Direct and ensure timely audits and proper underlying documentation for optimal audit results.
3. Hire, terminate, evaluate, set salary for and supervise staff of the Foundation, and oversee and supervise all Foundation volunteers.
4. Oversee and ensure quality of all communications between the Foundation and others, including the annual report, newsletters, fundraising letters, flyers, brochures, press releases and any other member or donor communications.

5. Ensure strong donor-relations, including those who support the Foundations' operations and those who support the NHCC's needs.
6. Identify, manage and secure appropriate space and office conditions for Foundation operations.
7. Draft and propose policies and procedures governing general operations and administration of the Foundation for review, approval and recommendation to the Board of Trustees through the Executive Committee, and implement all policies and procedures approved by the Trustees.

Oversee, direct, implement and execute all fundraising efforts to support NHCC Foundation operating expenses. (30%)

1. Develop an annual fundraising plan for Foundation operating expenses, implement it, and report periodically on its progress.
2. Direct and implement a successful annual gala, to include live auction, live appeal, silent auction and VIP reception components.
3. Maintain a robust membership, including consistent and frequent member-communications and member-events.
4. Implement a strong annual appeal campaign.
5. Consider, develop and implement, as needed, additional fundraising campaigns to raise required revenue for operating expenses.

Oversee, direct, implement, execute and coordinate fundraising efforts to support the NHCC's programs and operational needs, including capital and endowment campaigns, equipment needs, and staffing needs. (40%)

1. Develop an annual fundraising plan for the NHCC's programmatic and operational needs, as well as strategic long-term fundraising plans, as needed, for capital campaigns or large-scale fundraising needs, and implement the(se) plan(s).
2. Develop strategies to obtain private gifts and sponsorships to support the NHCC's needs, and implement them in coordination with NHCC staff and Board of Trustees.
3. Develop strategies to obtain grant and public funding to support the NHCC's needs, and implement them in coordination with NHCC staff.
4. Assist with collector's circles and other donor groups, to build relations between NHCC/NHCC Foundation and actual and prospective donors.
5. Develop capital campaign strategies and implement them, as needed, in coordination with NHCC's staff and Board of Trustees.
6. Develop strategies to create a stronger endowment, and implement them in coordination with NHCC's staff and Board of Trustees.

Desired Qualifications

- Bachelor's degree in business, marketing, nonprofit management, or similar area
- Sustained, professional fundraising experience, preferably including 7 or more years of fundraising experience in a staff (rather than volunteer) role that includes experience executing major events and several years of experience, or more, in grant-writing and obtaining major gifts

- Strong writing and verbal communication skills
- Excellent collaboration skills, including several years of service on community boards or organizations
- Proven excellence in leadership skills, including several years of supervisory experience
- Knowledge of donor-relations software (may include eTapestry, Salesforce, etc.)

Application Instructions

Interested candidates should send a letter of interest (1-2 pages in length), a resume, and the names and contact information for four references to jobs@holmans.com *by February 21, 2018*. Candidates will then receive a confirmation email stating that your application has been received. **Note:** Applications that are not sent as indicated above may not be considered.

For additional information about the position or the selection process, candidates may send their questions to the email address indicated above, and we will send answers to the questions as they are obtained from the appropriate individual(s).