



NATIONAL HISPANIC  
CULTURAL CENTER  
FOUNDATION

## **Executive Director – National Hispanic Cultural Center Foundation Albuquerque, NM**

### **About the National Hispanic Cultural Center Foundation**

The National Hispanic Cultural Center in Albuquerque, a division of the New Mexico Department of Cultural Affairs, is dedicated to the preservation, promotion and advancement of Hispanic culture, arts and humanities. The National Hispanic Cultural Center Foundation raises funds to support the Center's mission and its place in preserving Hispanic culture in the United States.

### **Position Overview – Executive Director of NHCC Foundation**

The Executive Director of the National Hispanic Cultural Center Foundation is a seasoned, community-focused fundraiser and people leader who is also passionate about the mission of the Center and the promotion of Hispanic culture. The Executive Director is responsible for ensuring the Foundation delivers on its mission of supporting the Center through strategic leadership, strong relationships and networks, and effective fundraising and budget management.

The ideal candidate has successfully led a fundraising non-profit with a volunteer board – an active, transparent, and experienced leader who understands the importance of collaborating internally and externally for optimal success.

### **Why Choose Us?**

Our Foundation supports the only national Hispanic cultural center in the U.S. You will be uniquely positioned to create impact and a legacy through the direction of donor focus on Hispanic culture, arts and humanities.

If you build and maintain exceptional relationships with donors, corporations and the community; if you embrace the complexities of leading non-profit staff and volunteers; if you can steward an advanced platform and culture of philanthropy in support of Hispanic culture, arts and humanities – we need your leadership.

### **Ideal Candidate**

Experience with fundraising for organizations or institutions focused on the arts and culture sector, including support of programs.

A record of building, developing, and improving the maturity of a non-profit organization.

Building, harnessing and enabling individual, community and donor networks.

Experience with soliciting and securing major, transformative gifts that create sea change and inspiration.

## **Who We Are Seeking**

- A passionate advocate for the mission of the Center and support of Hispanic culture, arts and humanities
- A fundraising innovator who builds deep and long-term donor relationships, including enabling and delivering major gift decisions
- Someone who understands fundraising efficiency and optimization, whether from corporate or personal gifts and commitments, or events
- A collaborator who will enhance alignment and shared objectives with the executive director and management team of the Center, which is a state agency
- A thought leader in emerging trends in arts and culture philanthropy
- A community and business partnership pathfinder with a long-term vision
- A faithful servant to measurement, reporting and accountability for goal setting and achievement

## **Requirements**

- At least 10 years of leadership experience, primarily in the fundraising and non-profit sector, with a record of fundraising achievement
- Demonstrated record of engagement with a volunteer non-profit board, including budgeting and goal achievement as well as personal contribution to board activities and establishment of priorities
- Experience stewarding successful grant proposals
- Strong relationship-building and stakeholder skills
- Impeccable integrity
- Ability to inspire, coach, empower and retain team members
- Capability to function as spokesperson for the Foundation and its mission, and representing the Foundation at public functions
- Ability to attend evening and weekend events and to support the organization outside of regular business hours
- Master's degree preferred but not required

Transferable and relevant experience supported by your cover letter and resume will be considered.

The National Hispanic Cultural Center Foundation is an equal opportunity employer, and we value diversity. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, disability status, or any other applicable legally protected characteristics.