



PUEBLO HISPANIC EDUCATION FOUNDATION (PHEF)

Job Description

POSITION: Director

STATUS: Full Time Exempt

REPORTS TO: President of the Pueblo Hispanic Education Foundation (PHEF) or Designee

QUALIFICATIONS:

1. Minimum: Bachelor's Degree in Business Administration, Accounting, Public Administration, Education or related field. A minimum of 2 years' experience in fundraising and/or event planning, 3 years of management experience.
Preferred: Master's Degree in Business Administration (MBA), Accounting, Public Administration (MPA), Education (MA) or related field. A minimum of 3 years' experience in fundraising and/or event planning. 5 years of management experience.
2. Must pass criminal background check
3. Experience and knowledge of budget preparation in alignment with strategic priorities and fundamental accounting knowledge
4. Effective written and verbal communication skills.
5. Proficiency or knowledge of in MS Office, Excel, QuickBooks and online data bases
6. Experience in working with 501(c)3 organizations
7. Ability to administer scholarship processes
8. Knowledge of and experience with fund and grant development and grant administration
9. Strong organizational, communication, and interpersonal skills.
10. Must have successful experience building relationships with culturally diverse families and communities.
11. Preferred: Bilingual (Spanish/English)

JOB GOAL:

The Director is responsible for upholding the vision, mission and bylaws of PHEF and serves as a non-voting member of the Board. The Director is the primary link between the Board and constituents and plays a significant role in setting the climate for the organization. The Director collaborates with the Executive Committee and in particular the President regarding organizational operational expectations and leadership within the boundaries established by the Board. The Director is a visionary leader who maintains open communications with the Board and community and who engenders confidence by being trustworthy.

August 28, 2019



PUEBLO HISPANIC EDUCATION FOUNDATION (PHEF)

Job Description

RESPONSIBILITIES: *Performs the following full range of duties to include, but not limited to:*

1. Serves as the leader of PHEF unifying program levels and ensuring the fulfillment of the vision, mission and by-laws throughout every aspect of the organization.
2. Collaborates with the President in preparing monthly meeting Board agendas, reports (committee, financial, etc.) and attendant minutes.
3. Prepares monthly financial reports for the Board in collaboration with the Treasurer as well as a Director's report on identified topics.
4. Conducts yearly financial audits in collaboration with the Treasurer.
5. Keeps daily office hours authorized by the Board and documents attendance of all community contacts or meetings.
6. In collaboration with the Board develops and implements strategic activities to achieve organizational goals.
7. Collaborates with third party accounting firm to keep accurate and authorized expenditures of the organization.
8. Develops and submits Board authorized grants on behalf of PHEF and upon grant approval administers the grant to funder's expectations.
9. Facilitates fundraising activities in collaboration with the appropriate Board Committee.
10. Recommends the hire of employees or approval of volunteers to the Board and provides supervision and evaluation of said employees or volunteers.
11. Facilitates the yearly Board retreat in collaboration with the Board President.

**The job description does not encompass the full array of duties required for this position and is subject to change by the employer as the needs of the employer and requirements of the job change.*

August 28, 2019