

Santa Fe Community Foundation

Philanthropy HUB Coordinator

Job Description, January 2020



Reporting Relationship

Reports to the Senior Director of Community Leadership and Impact

Employment Status

Full-time (exempt)

Position Summary

The goal of this work is to position the Santa Fe Community Foundation's HUB as a go-to place for nonprofit professional development and capacity building. The HUB Coordinator oversees all facets of the HUB, including the development and implementation of programs for the nonprofit sector and general community, promotion and outreach, partner relationships, HUB staff and smooth operation of all activity. Activity includes programmatic initiative events, in conjunction with initiative staff. This position is part of the Foundation's initiative team and will work in close collaboration with colleagues to align goals and achieve objectives.

The Santa Fe Community Foundation is a philanthropic organization deeply rooted in the multiple cultures and values of New Mexico, applying our diverse resources strategically and economically to advance equitable access to opportunities in Santa Fe and our surrounding communities.

Major Responsibilities

- Stay abreast of local and national trends in nonprofit and community philanthropy practices.
- Design, implement, and evaluate programs and services relevant to nonprofit staff, board members, and volunteers.
- Coordinate, schedule, and negotiate presenter contracts.
- Work with presenters for materials, program content, and outreach.
- Serve as the direct contact for program participants and presenters.
- Support initiative staff with implementation of community and partner events such as panel discussions, film screenings, and convenings.
- Promote events through direct outreach, SFCF website and eNews, community calendar listings and press releases as necessary.
- Draft and monitor annual program budget.
- Supervise HUB-related staff functions.
- Continually monitor and improve HUB services, including online registration, communication/promotion, etc.
- Oversee policies for community meeting space rentals and event hosting at 501 Halona.

Qualifications

- High commitment to integrity, professionalism, and personalized service.
- Ongoing learning related to sector trends, best practices, and comparable organization activity.
- Ability to maintain goals and vision while adhering to everyday details, including management of multiple events, details and deadlines.
- Ability to identify and maintain appropriate vendor relationships.
- Ability to identify and maintain strategic partner relationships.
- Demonstrated skills in written and oral communication, including in public presentations.
- Demonstrated excellence in customer service.
- Ability to work outside standard hours as needed, including occasional evenings and weekends.
- Ability to move and lift up to 40lbs.
- Proficient in the use of office technology and information systems (including Word, Excel, Outlook, PowerPoint) and donor databases, preferably Raiser's Edge.
- Bachelor's degree from an accredited university preferred.
- Minimum 3-5 years of experience in project management, event organizing and familiarity with best practices for nonprofit organizational management.
- An affinity for the sector, the role of nonprofits in strengthening communities, and a commitment to equity, diversity, and the power of social change.

Hiring Policy

The Santa Fe Community Foundation is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, ancestry, disability, marital status, sexual orientation, gender expression, or any other legally protected status.