



Position Announcement and Job Description

Senior Director of Network Engagement

Who We Are

Hispanic Federation (HF) is the nation's premier Latino nonprofit membership organization. Founded in 1990, HF supports Hispanic families and strengthens Latino institutions through grant making, advocacy, innovative programs and direct services in the areas of education, health, immigration, civic engagement, economic empowerment, the environment, and disaster relief. Values that drive our work include diversity, equity and inclusion, anti-discrimination, fairness and justice, trust, respect, empathy, and compassion. HF has 115 member organizations and a growing national network of almost 500 Latino nonprofits in 41 states, Puerto Rico, and the District of Columbia.

Who We Seek

The Senior Director of Network Engagement serves as the face of Hispanic Federation to its member and partner agencies nationwide. The Senior Director manages HF's membership program, leading the membership application process, communicating with members and partners about HF happenings, building member engagement, and developing programming to strengthen HF's membership base and national network. The Senior Director will help build relationships with partner organizations, particularly in areas where HF does not have a physical presence. The Senior Director will work closely with the Senior Director for Capacity Building and with HF programmatic, policy and grantmaking teams to ensure robust network participation in all HF initiatives.

Position Location: New York, NY

Reports to: Assistant Vice President for Grants and Capacity Building

Job Duties and Responsibilities

Member Applications

- Lead work of Membership Review Committee
- Conduct or delegate site visits and organizational interviews to assess eligibility and fit of organizations applying for HF membership
- Prepare quarterly memo to leadership with Membership Review Committee recommendations of new applicants for membership

Partner Communications

- Design and draft new member orientation packet
- Create, distribute, analyze and report out on annual member and network surveys
- Solicit content for and draft network communications, including newsletters, announcements and invitations
- Ensure maintenance and accuracy of HF partner and membership information on website

- Work with HF communications staff to build out presentation of network partners list on HF website, in a manner that it can be sorted and searched according to various criteria
- Create content for HF network on HF website

Partner Management

- Create system to track membership engagement in range of HF programming, and work with colleagues to ensure system is effective and utilized
- Ensure integrity of member and partner information in database, create reports as needed, and analyze partner trends and characteristics
- Prepare quarterly membership reports for leadership and board
- Design and implement membership review and renewal process
- Recommend and implement action plan to engage inactive member organizations
- Regularly assess membership services and communications for continuing improvement

Partner Programming

- Work with other HF staff to plan and develop regular meetings of Executive Directors of member agencies
- Design national and regional member and network convenings in partnership with Senior Director of Capacity Building, State Directors, program and policy staff
- Work with Senior Director of Capacity Building to build out new and existing capacity building programming for current and potential members
- Work with Senior Director of Capacity Building to support design of the *Entre Familia* workshop series to ensure curriculum addresses needs of network partners

Network Support and Development

- Serve as primary contact for members and partners in areas where HF does not have a regional office
- Document and communicate critical member needs to relevant HF staff, escalating issues as necessary
- Identify and build relationships with partner organizations, especially those with strategic value and/or high potential for future membership

Required Skills and Qualifications

- Minimum of a BA/BS degree and demonstrated knowledge of non-profit work within underserved low-income communities
- At least five years of professional experience in non-profit program management, capacity building, community outreach and/or advocacy work with progressively increased responsibility
- Proven track record of developing work plans, overseeing various projects and duties simultaneously, prioritizing assignments, and managing budgets
- Excellent technology skills, with the ability to foresee and plan for future needs and functionalities in the creation of platforms/systems/tools; experience with Office 365, virtual conference platforms, and third-party databases
- High-level experience in representing an organization externally in a wide range of formal and informal settings
- Exceptional ability to work with others and develop trust with partner agencies and staff
- Excellent, well-developed verbal and writing skills
- Efficient, results-oriented, and a self-starter, with ability to balance multiple responsibilities and adapt to evolving situations

- Willingness to travel outside New York metro area up to 15% of the time; having a valid driver's license is an asset
- Commitment to Hispanic Federation's mission and core values
- Fluency in written and spoken Spanish

Preferred Skills and Qualifications

- Prior experience with a non-profit network or membership organization
- Experience managing coordinators, interns, and volunteers

To Apply

Please submit a résumé, cover letter detailing your interest and qualifications, and a relevant writing sample via e-mail to careers@hispanicfederation.org. No telephone calls.

The salary range for this position is \$70k-\$80k and is commensurate with experience. Compensation includes fully subsidized medical, dental, vision insurance; access to flexible spending for medical and transportation; and a 403 (B) retirement plan at start, with match after 6 months of service.

Hispanic Federation is an equal opportunity employer and does not discriminate against anyone based on actual or perceived race, color, religion, gender identity, gender expression, age, national origin, creed, disability, marital status, sexual orientation and/or other protected categories.