



## **Executive Director**

### **Job Description**

San Antonio, Texas

**Mission of the Hemisfair Conservancy:** To serve as a powerful conduit of philanthropy to elevate San Antonio by ensuring exceptional quality and longevity of the Hemisfair public spaces and their amenities for generations.

**Vision:** Hemisfair is becoming one of the world's great public places. You can learn more about Hemisfair [here](#).

**Summary:** The Hemisfair Conservancy is seeking an Executive Director (ED). The ED will serve as the leader responsible for the strategic direction, management, and overall success of the organization. Reporting to the Board of Directors, the ED will play a pivotal role in fundraising, community engagement, and the realization of Hemisfair's transformative vision.

The ED owns the creation and execution of an effective fundraising strategy that develops fruitful and long-term relationships with a diverse group of funders including corporations, foundations, and individuals. The ED will lead a team of dedicated development professionals responsible for fundraising, grant-writing, database management, and stewardship activities.

A member of the Hemisfair executive leadership team, the ED will work closely with the CEO of Hemisfair Park Area Redevelopment Corporation (HPARC) and serve as an Observer on the HPARC Board. The ED will collaborate with other functions of the Hemisfair organization to ensure efficient and effective implementation of the development strategy, coordinating efforts between teams in developing, proposing, and stewarding gifts for both general operations and campaign needs.

The ED will work closely with Hemisfair Conservancy and HPARC board members, including board member giving and engagement in fundraising efforts.

### **Key Responsibilities:**

1. Strategic Leadership:
  - Develop/update and execute a strategic plan in alignment with Hemisfair's mission and objectives.
  - Provide visionary leadership to drive innovation, growth, and sustainability.
  - Develop plans with board leadership to leverage engaged board members.
  - Foster a culture of gratitude and collaboration across all parts of the Hemisfair team.

2. Fundraising and Development:
  - Lead fundraising efforts to secure philanthropic support for Hemisfair.
  - Cultivate and steward relationships with individual donors, corporations, foundations, and government agencies.
  - Work with a personal portfolio of prospects and donors.
  - Review and finalize all necessary marketing materials for campaign and operating solicitations.
  - Provide expertise on fundraising ethics, best practices, and models.
3. Board Recruitment and Engagement:
  - Identify and recruit individuals with diverse backgrounds, skills, and expertise to serve on the board.
  - Conduct outreach to potential board members and cultivate relationships with key stakeholders.
  - Orient new board members to familiarize them with the organization’s mission, goals, and operations.
  - Provide resources and support to empower board members to fulfill their roles and responsibilities effectively.
  - Cultivate a culture of engagement and accountability among board members, encouraging active participation in meetings and organizational initiatives.
4. Community Engagement:
  - Build strong partnerships with community stakeholders, residents, businesses, and organizations to foster collaboration and support for Hemisfair’s initiatives.
  - Develop and maintain a thorough working knowledge of Hemisfair’s redevelopment to effectively articulate the vision, priorities, and fundraising objectives to prospective donors.
  - Represent Hemisfair at community events, meetings, presentations, and public forums to promote awareness and engagement.
5. Organizational Management:
  - Oversee day-to-day operations, including budgeting, financial management, and personnel administration.
  - Forecast financial projections and craft measurable, short- and long-term fundraising goals.
  - Recruit, develop, and mentor a high-performing team of staff and volunteers.
  - Ensure compliance with legal and regulatory requirements.

**Qualifications, Characteristics, and Requirements:**

- Bachelor’s degree required; advanced degree preferred.
- Minimum of 10 years of executive leadership experience in a nonprofit organization, preferably in fundraising, community development, or urban planning.



- Proven success leading strategic fundraising plans in complex organizations with demonstrated success operationalizing the plans by building organizational capacity to equip the development team to achieve fundraising goals.
- Demonstrated track record of personal success in fundraising, with experience securing major gifts, grants, and sponsorships.
- Strong strategic planning and organizational management skills.
- Dynamic, polished public speaker that exudes executive presence.
- Possesses the gravitas to be viewed internally and externally as a key organizational leader and can operate comfortably with high-profile and sophisticated donors.
- Excellent verbal communication, interpersonal, and relationship-building abilities.
- Strong writing skills with the ability to write articulate and persuasive proposals.
- Highly driven with a results-oriented work ethic.
- Thrives in a dynamic, fast-paced, collaborative environment while managing and prioritizing many simultaneous projects.
- Ability to work well independently and as a member of a team environment.
- Passion for urban revitalization, placemaking, and community engagement.
- Computer and technology literacy is a must; experience with Raiser's Edge preferred.
- Experience with federal grants and reporting, preferred.
- Knowledge of the San Antonio community and donor base, preferred.

**Work Environment:** The work environment is primarily indoors. Workload may exceed 40 hours per week, sometimes including evenings and weekends. Team members are enthusiastic colleagues who work in close quarters and an open environment in an historic building in downtown San Antonio. Parking is provided. Some local travel may be required. A criminal history background check is required for finalists under consideration for this position.

**Benefits/Compensation:** A competitive compensation package with a base salary of \$145,000-\$155,000 plus performance pay is offered for this position, commensurate with education, skills, and experience. The Hemisfair Conservancy offers an attractive benefits package. For exceptional candidates the benefits/compensation package is negotiable.

**Contact:** Position will remain open until filled. Initial deadline is April 30, 2024. We will only acknowledge and select applications from candidates who meet all qualifications. Please e-mail your résumé, cover letter, list of six professional references (two current/former supervisors, two co-workers, and two subordinates preferred) and 2022-2024 salary history to: [alli.kustoff@hemisfairconservancy.org](mailto:alli.kustoff@hemisfairconservancy.org). Please do not supply additional information unless requested.

The Hemisfair Conservancy is an Equal Opportunity Employer committed to diversity, equity, and inclusion. We encourage individuals from all backgrounds to apply.

