



La Casa de la Universidad de California en México, A.C.

Carmen No 1, Chimalistac, Delegation Álvaro Obregón
01070 México, D.F. México
<http://casa.universityofcalifornia.edu>

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Summary of Responsibilities of Executive Director

If interested in the Executive Director position, please contact Dr. Anne Jones, Chief of Staff to the University of California Provost, at anne.jones@ucop.edu or (510) 587-6303.

Summary:

Owned by the University of California (UC), and managed by *La Casa de la Universidad de California en Mexico, A.C.* (Civil Association), the Casa de la Universidad de California en México (Casa de California) is a 1.28 acre estate located in the Chimalistac area, a historic neighborhood of southern Mexico City. The beautifully landscaped facility is composed of the elegant late nineteenth-century Casona, formerly owned by publisher Ignacio Cumplido, two twentieth-century modernist buildings which served as residence for prominent Mexican architect Francisco Artigas, and a multi-story office building constructed by the Banco Nacional de México (BANAMEX). The University of California has owned the property since 2003 and views the property as a valuable foundation of its many connections to its Mexican partners.

Reporting to the Casa Operations Committee of the Civil Association Board (the Board), as a Civil Association employee, the Executive Director provides overall management for Casa de California programming and operations and represents the Civil Association in dealings with high level officials from higher education, government, and non-profit and private sector organizations from both California and Mexico. The Executive Director is responsible for the development, execution, and ongoing assessment of academic programming in accordance with the priorities outlined by the Founding Partners. The incumbent is also responsible for managing the facilities, supervising staff, providing financial oversight in accordance with established policies and procedures, and ensuring that the buildings and grounds are well maintained. The Executive Director advises the Casa Operations Committee of the staffing needs within the Civil Association in order to effectively proceed in administering programmatic and operational aspects of the Casa de California. This position is full-time and is located full-time in Mexico City.

Leadership and Strategic Planning

- Provide overall leadership for Casa de California, representing the Civil Association in interactions with high level officials from higher education, government, and non-profit and private sector organizations from both California and Mexico;
- In consultation with the Board and representatives of the UC-Mexico Initiative, develop, implement, and maintain a long-term strategy for academic programming and activities at the facility, including ongoing assessment of that strategy; and
- Report regularly to the Board on the status of planning and programmatic activities at the facility.

Partnership and Program Development

- Build relationships with UC faculty, administrators, alumni, and/or students and with Mexican partners from academia, government, and non-profit and private sectors;
- Work collaboratively with the UC-Mexico Initiative and its stakeholders in order to support advancement of Initiative goals;
- Promote and support academic cooperation agreements and exchanges among higher education institutions in Mexico and the University of California;
- Work with the UC Education Abroad Program (UCEAP) to ensure that UCEAP programming in Mexico City makes full use of Casa facilities;
- Promote use of the Casa de California for cultural engagement activities including cultural exchanges, promotion of the arts, and other related activities;
- Facilitate and support development of joint research, seminars, courses, and other activities between UC and Mexican institutions of higher education;
- Oversee dissemination of information and opportunities with regard to “Studying at the UC,” using a wide variety of venues, including social media and websites;
- Develop a fundraising program to support academic programming at the Casa de California, in partnership with the University of California Office of the President (UCOP) and conduct fundraising campaigns that utilize direct appeal, requests for donations, and events; and
- Develop and recommend to the Board a 5-year plan designed to increase Casa de California’s revenue generation.

Budgeting, Financial Oversight, Reporting, and Staff Supervision

- Oversee day-to-day management for the operation of the Civil Association in accordance with the established by-laws;
- As requested by the Casa Operations Committee, act as the Civil Association’s legal representative and provide general oversight to others who may hold Powers of Attorney to represent the Civil Association on legal matters;
- Exercise overall responsibility for assessment, management, and mitigation of risks associated with all aspects of the Casa de California;
- Prepare for review and approval an annual operating budget of the Casa de California;
- Exercise overall responsibility for the operating budget of Casa de California, authorization of bill payments and other expenditures, and all necessary reporting with regard to the budget and approve both requests to augment funds and also all non-routine expenditures;
- Develop and produce an annual report for review and approval by the Casa Operations Committee which will include the annual financial statement and reporting on the administrative activities, development of programs, and general operations carried out during the year;
- Exercise overall responsibility for facilities staff and contract staff , including hiring such staff as are needed and affordable, supervising them day-to-day administration of the facility and coordination of event activities, conducting annual performance evaluations, and, as necessary, and applicable, discharging employees in accordance with all applicable laws, policies, and procedures;
- Advise the Casa Operations Committee of staffing needs in order to effectively administer programmatic and operational aspects of the Casa de California; and
- Oversee reservation system for use (academic, research, and cultural) of Casa de California;
- In consultation with UCOP, staff all activities of the Civil Association Board when in Mexico.

Property Management and Project Coordination

- Ensure that the buildings and common areas of the Property are in good condition according to standards for comparable properties in the immediate market area and in accordance with the facilities standards and conditions outlined by the Board and conveyed by the Casa Operations Committee;
- Manage relationships with any entities renting space in the property;
- In consultation with the University of California Office of the President, (UCOP) select, supervise, and engage all independent contractors, suppliers and vendors needed for the operation, repair, maintenance, and servicing of the Property;
- Identify and implement the most appropriate means to secure full compliance by occupants with the terms and conditions of their respective leases and use agreements;
- Provide high-level oversight of all capital improvement projects authorized by UCOP, troubleshooting as needed to ensure that projects proceed according to established timelines; and
- Sign contracts and make payments upon the direct request of UCOP and after project approval.

Required Qualifications

- Master's or professional or other graduate degree;
- Demonstrated oral and written fluency in both English and Spanish;
- Demonstrated ability to work well with UC faculty and academic constituents from other institutions of higher education;
- Demonstrated ability to develop strong relationships with officials from among academia, government, industry, philanthropy, media, and non-government sectors in Mexico and demonstrated history of working with these various sectors to develop meaningful partnerships to advance higher education teaching, research, service, and/or cultural engagement activities;
- Significant ability to identify problems and craft solutions within outlined policies and procedures;
- Effective communication skills in written, oral, and electronic modes, including strong presentation skills;
- Extensive program and/or project management experience;
- Minimum of 3 years of experience supervising staff; and
- Demonstrated skills in budget development, management, and reporting.

Special Conditions of Employment:

- Travel
- Ability to work evenings and weekends
- Eligibility to live and work in Mexico on a full-time basis