



## POSITION ANNOUNCEMENT

### **Job Title: Managing Director**

Company: En Foco

Location: Bronx, New York

### **About En Foco**

En Foco is a dynamic visual arts organization located in the Bronx, New York. Founded in 1974, En Foco makes the work of BIPOC photographers visible to the art world while creating access to under-served communities. Through exhibitions, workshops, events, and publications, En Foco provides professional recognition, honoraria, and assistance to photographers as they grow into different stages of their careers. It also provides critical resources, exhibition opportunities, and professional development programs to empower artists and foster a vibrant and inclusive arts community.

### **Job Summary**

En Foco is seeking a highly motivated and visionary Managing Director who reports to and works with the President to provide overall strategic, operational and fiscal oversight for staff, programs, archives management, fund development, and the execution of its mission. The Managing Director will work collectively with the staff to sustain its core programs of the Nueva Luz publication, artist funding initiatives, exhibitions, social media, and the Nueva Luz Study Center. As the Managing Director, you will be responsible for overseeing all aspects of En Foco's operations, including strategic planning, financial management, fundraising, program development, and community engagement. You will work closely with the President, staff, artists, and community partners to ensure the organization's long-term sustainability and growth.

### **Responsibilities**

1. **Strategic Leadership.** Implement the recently completed Strategic Framework that includes strategic vision and action plan in alignment with En Foco's mission and goals. Lead the organization in achieving its objectives through effective management and collaboration.
2. **Financial Management.** Oversee the organization's financial operations, including budgeting, financial planning, and reporting. Ensure fiscal responsibility and sustainability through effective resource allocation, revenue generation, and expense management.
3. **Fundraising and Development.** Develop and implement a comprehensive fundraising strategy to secure financial support from diverse sources, including grants, individual donors, corporate sponsorships, and fundraising events. Cultivate relationships with donors and stakeholders to expand En Foco's funding base.
4. **Program Development and Management.** Provide curatorial leadership to envision, develop and produce innovative programs and initiatives that support emerging and underrepresented artists and preserve the culture and legacy of diasporic lens-based artists. Collaborate with staff, artists, and community members to curate exhibitions, organize educational activities, and deliver impactful community engagement programs.



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5. **Organizational Operations.** Oversee day-to-day operations, including human resources, administration, and facilities management. Foster a positive work culture that values diversity, inclusivity, and collaboration. Provide guidance, mentorship, and professional development opportunities to staff members.
6. **External Relations and Advocacy.** Serve as the public face of En Foco and build strong relationships with community partners, artists, cultural organizations, and public agencies. Advocate for En Foco's mission and promote the organization's impact on the local and regional art scene.

### Qualifications

1. Bachelor's degree in arts management, nonprofit management, or a related field preferred.
2. Proven experience (minimum of 5 years) in a leadership role within a nonprofit arts organization, preferably in a visual arts or photography-focused environment.
3. Strong understanding of contemporary visual arts, photography, and cultural equity issues.
4. Demonstrated success in fundraising, grant writing, and donor cultivation.
5. Experience in strategic planning, organizational development, and financial management.
6. Excellent interpersonal and communication skills, with the ability to collaborate effectively with diverse stakeholders.
7. Knowledge of the Bronx arts community and experience working with diverse communities.
8. Ability to think creatively, adapt to changing circumstances, and lead with a sense of innovation and entrepreneurship.
9. Strong organizational and problem-solving abilities, with attention to detail and a commitment to excellence.
10. Proficiency in relevant software applications and digital platforms.

The Managing Director is budgeted to work 25 hours per week based on a salary of \$63,000. The annual operating budget is approximately \$400,000.

En Foco is an important visual arts organization that requires experienced dedicated leadership.

En Foco is an equal-opportunity employer. We value diversity and encourage individuals of all backgrounds to apply.

### How to Apply

*Please email your resume and a cover letter highlighting your relevant experience and interest your interest in this position. Materials should be e-mailed to [jobs@enfoco.org](mailto:jobs@enfoco.org), with the subject line of the position you are applying to. No phone calls please.*