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

Summary of Responsibilities of Executive Director

If interested in the Executive Director position, please forward, before December 18th, a letter of motivation and your cv to: Verónica Barroso veronica.barroso@ucop.edu.

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 Mexico (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 Mexico (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 Director of Alianza UCMX, as a Civil Association employee, the Executive Director provides overall management for Casa de California programming and operations and assists the Alianza UCMX Director in engaging with representatives 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 programming of courses, events, and other academic activities, in accordance with the priorities outlined by the Director of Alianza UCMX. 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 Director of Alianza UCMX 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

- Assist the Director of Alianza UC-MX in engaging with representatives from higher education, government, and non-profit and private sector organizations from both California and Mexico;
- In consultation with the Director of Alianza UC-MX, develop, implement, and maintain a long-term strategy of all activities, academic and otherwise, at the facility; and
- Report regularly to the Director of Alianza UC-MX on the status of planning and programmatic activities at the facility.
Partnership and Program Development

- Support the Director of Alianza UCMX in building 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 Alianza’s programs and its stakeholders in order to support advancement of the initiative’s 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;
- Exercise overall responsibility for the promotion and development of joint research, seminars, courses, and other activities between UC and Mexican institutions of higher education, as well as cultural activities;
- Oversee dissemination of information and opportunities with regard to "Studying at the UC," using a wide variety of venues, including social media and websites; and
- In consultation with the Director of Alianza UCMX, develop 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 Director of Alianza UCMX, 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;
- In consultation with the Director of Alianza UCMX, prepare for review and approval of the Assembly of Associates an annual operating budget of the Casa de California;
- In consultation with the Chief Operating Officer and Chief of Staff of Alianza, develop the operating budget of Casa de California and prepare financial reports for the approval of the Director of Alianza UCMX. Also, authorize bills and other routine expenditures for Casa de California.
- Develop and produce for review and approval by the Director of Alianza UCMX and the Assembly of Associates an annual report 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 Director of Alianza UCMX 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 the Director of Alianza, staff all activities of the Assembly of Associates 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 Assembly of Associates and conveyed by the Director of Alianza UCMX;
- Manage relationships with any entities renting space in the property;
- In consultation with the Director of Alianza UCMX 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 capital improvement projects authorized by the Assembly of Associates and/or the Director of Alianza UCMX, trouble-shooting as needed to ensure that projects proceed according to established timelines; and
- Sign contracts and make payments upon the direct request of the Assembly of Associates and/or the Director of Alianza UCMX and after project approval.

**Required Qualifications**

- Master’s or equivalent;
- Demonstrated oral and written fluency in both English and Spanish;
- Substantial experience working in the administration of academic and professional programs, including online and in-person courses, joint research programs and cultural engagement activities;
- In-depth knowledge of the Mexican higher system of education and demonstrated experience developing teaching, research, service, and/or cultural engagement activities,
through meaningful partnerships with faculty and academic constituencies;
• 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 5 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