

Finca Vigía Foundation, Inc.
Assistant Director

For the past 22 years, the Finca Vigía Foundation, a small American non-profit, has navigated the shoals of US/Cuban relations to create a bi-national project that is helping to save one of the most significant monuments of American literature – the legacy of Ernest Hemingway, at his home Finca Vigía, in Cuba.

Through architectural preservation, document conservation, and new construction, the Foundation has built bridges between Cuban and American professionals, won the support of both governments, and constructed a Restoration Center for Cuban preservationists with laboratories and a modern climate-controlled archive to house the significant Hemingway document collection that remains at Finca Vigía.

Our non-profit currently seeks a US-based assistant director with at least three years of relevant experience to support this long-standing work and with the interest, capability and desire to be a candidate for the position of Executive Director in due course. If you are detail oriented with exceptional organizational skills, able to work in a fast-paced and relationship-focused environment, and competent in non-profit management, we would like to speak with you. We need a pro-active problem solver who will be able to interact comfortably with a broad range of people, including board members, funders, government officials in both the United States and Cuba in a highly regulated working environment, as well as architects, museum specialists, conservators, and suppliers. Each day is different.

Spanish is absolutely necessary, as is a valid passport. You must be able to read, write, and speak Spanish and English proficiently. An appreciation of Cuban culture and history would be ideal. Familiarity with QuickBooks is a big plus.

We are looking for a person who can work effectively with our accountants, and who also enjoys donor relations, board support, social media management, and maintenance of the web site. Fund-raising experience is definitely an advantage.

The successful applicant will work closely with the Foundation's executive director. Much of the work of this position may be done remotely, except that travel may be required for board and other meetings, in addition to travel to Cuba to support or carry out advance work for technical teams, cultivate potential donors and to meet with Cuban museum and cultural officials.

The salary range is \$60,000 - \$70,000, plus benefits.

Please send your resume to info@fincafoundation.org and tell us why this unique opportunity appeals to you. We look forward to hearing from you.

Application deadline is June 30, 2024.

Learn more at www.fincafoundation.org