



NEW YORK-I MAGYAR HÁZ  
HUNGARIAN HOUSE OF NEW YORK  
213 EAST 82<sup>ND</sup> STREET, NEW YORK, NY 10028

## **HH Management Position and Opportunity**

The Hungarian House (HH) is one of the oldest Hungarian institutions operating in the heart of New York City. The Owners' Committee (HHOC) is seeking a passionate, dynamic, well-rounded individual or individuals with excellent communication skills and leadership qualities to move the HH to its next level and to better serve our community.

The HHOC is currently working on a strategic plan but expects the successful candidate(s) to assist it in shaping and successfully implementing the agreed strategy.

### **Key Responsibilities (see detailed description in the addendum)**

- Physical maintenance of the building and technical support
- Fundraising and donor relations
- General administrative functions, including rentals, financial bookkeeping, and records.
- Programing
- Office hours at least once a week (currently the HH is closed during the summer months, but this could be expanded)

### **Terms and expectations**

- The position(s) is (are) on a half-time basis starting in September. The final contract will be for a period of 3 years, to be confirmed in January.
- Compensation is commensurate with experience and the scope of responsibilities assumed by the candidate(s) consisting of a mix of fixed and variable compensation depending on the income generated.
- The successful candidate(s) will prepare a short-term plan including a budget to be for the Fall season, including measurable goals and objectives, as well as assist the HHOC in the strategic planning process to be completed by the end of the year.
- The successful candidate(s) will regularly (at least monthly) report to the HHOC
- The position is estimated to require about 8-16 hours regularly per week (office hours) and depending on events and programs, availability to host and manage those.
- The technical manager would be required to inspect the house at regular intervals and provide technical support for events and programs.

### **Qualifications and Requirements**

- Fluent in English and Hungarian.
- Excellent verbal and written communication skills.
- Experience in cultural program management, administrative and financial management, and technical skills relevant for the upkeep of the HH depending on the responsibilities.
- U.S. citizen, legal resident, or a valid work permit

### **To Apply for this opportunity, or one of the specific areas of responsibilities**

Please send resume and an outline of your ideas no later than the **July 28<sup>th</sup> deadline** to:  
HHNYCOpportunity@gmail.com.

## Addendum

### Detailed job description

**While the scope of work and responsibilities are broad, and given the financial constraints, we envisage that the HH needs at least a general manager and a technical support person. Accordingly, we have defined the scope of work in those two buckets.**

### Technical Manager

#### Physical maintenance

- Overseeing the general condition of the HH
- Regular visits and inspections of the facilities to identify any problems and to address any potential issues or urgent matters to ensure that any problems are identified and addressed in a timely manner.
- Devise and execute a maintenance program, including a financial plan.
- Identify general improvements, renovations, and create a budget and timetable for the implementation of those.

#### Technical support

- Provide technical support for events and rentals (operation of technical equipment, including but not limited to audio-visual equipment, projectors, amplifier, mics)
- Assess the quality and capabilities and implement any changes.

### General Manager

#### Administration

- Responsible for general administrative tasks (bill payments, record keeping, regulatory filing, procure contracts)
- Rentals:
  - The objective would be to maximize rental income to cover the operating costs of the HH by procuring new and maintaining existing regular rental arrangements, ad-hoc event rentals, and increasing the overall utilization of the HH (daytime)
  - Administering any rentals/events (complete contracts, invoicing, ensuring the renters are responsible, arranging cleaning, providing access, and follow-up)
- Financial management:
  - Bookkeeping
  - Preparing regular financial reports
  - Manage tax filings.
- Financial administrations:
  - Prepare annual budget to be approved by the HHOC (income and expenses, including spending plan on major repairs and renovations)
  - Prepare monthly summary financial reports and detailed financial report after each season (Fall, Winter-Spring)
- Provide HHOC meeting support (agenda, minutes, reports, and records)
- Record keeping
  - Ensure all records are stored electronically on a common drive.
  - Digitalize existing records.

### Fundraising and grant applications

- Create regular fundraising campaigns and integrate fundraising into the general communication strategy with the community and donors.
- Solicitations for the operating fund
- Devise strategy for a long-term capital campaign to fund the maintenance and renovation of the HH.
- Organize fundraising events (annual gala, reception(s), and other events)
- Monitor and apply for grant opportunities, including grants from the Hungarian Government (e.g., NPÁ), the New York State and other private foundations supporting cultural institutions.
- Administer grants.

### Programming and communication

- Create a programming and financial plan for each season with regular Hungarian cultural events aimed at both the Hungarian community in the tri-State area as well as non-Hungarian speakers interested in Hungarian culture.
- The objective would be to have at least one significant Hungarian cultural event per month that would cater to one or all segments of the community, e.g., concerts (classical, modern), children's or family programs, performances, movie nights, talks, community gatherings, folk dance.
- Organize and host ad-hoc events as opportunities arise.
- Liaise with other organizations, including the Liszt Institute, other Hungarian organizations and communities, including other cities like Washington, Boston, and Toronto, as well as neighboring towns with the intention to coordinate events and leverage each other.
- Draft and send out regular newsletters and social media posts aimed at the broader community.

Given the broad range of tasks and required skills multiple persons could assume the various roles outlined above and would work as a team.

**The ideal candidate(s) will be able to demonstrate following capabilities:**

- Leadership skills for a non-profit cultural and community center:
  - Motivate and involve the community and others who can assist in the operations and programming.
  - Passionate about Hungarian culture and heritage
  - Engage with the community and serve it providing a place to gather, programming and provide opportunities for involvement.
  - Actively build and maintain relationship with both Hungarian and other cultural organizations in New York and Hungary
- Administrative and technical skills/experience
  - Familiarity with MS Office
  - Experience with email and communication campaign tools like Mailchimp or Constant Contact
  - Maintenance of the mailing list in particular donors
  - Social media
  - Organizational skills
- General business acumen:
  - Negotiation capability/experience; including drafting and negotiating contracts.
  - Ability to judge and interact with various people wishing to rent ensuring an orderly use of the property.
  - Ability to interact with contractors and vendors.
- Financial management skills:
  - Basic bookkeeping
  - Familiarity with QuickBooks online
  - Basic financial reporting
  - Invoicing and collection
  - Reconciliation of bank records
- Technical expertise
  - General building maintenance experience and familiarity with structures such as the HH
  - Ability to engage and interact with contractors and vendors.
  - Project management skills and overseeing any repairs and other maintenance jobs.
  - Familiarity with AV equipment and systems
  - Ability to operate AV and other technical equipment.
  - Ability to repair or fix minor problems.
  - Experience in managing technical projects.