



EXECUTIVE DIRECTOR

Position Description:

The Executive Director will report to and collaborate with the Board of Directors in a flexible and innovative position to: successfully raise funds for the organization; ensure appropriate visibility and awareness of the organization's programs and activities; and develop strategic collaborations and partnerships with likeminded organizations. The Executive Director must possess an outgoing and enthusiastic spirit, be a strategic thinker and relationship builder, and be able to thoughtfully implement the organization's mission. He or she will be responsible for fundraising, leading staff and general operations, and managing the organization's finances and collection. Salary commensurate with education and experience.

Experience/Education:

The ideal candidate will have experience as a senior manager for organizations with an annual budget of at least \$200,000.00 and a proven track record of building and maintaining annual fundraising efforts as well as community partnerships. A Bachelor's degree is required, and a graduate degree is preferred.

Management and Fundraising:

The ideal candidate will have an established network within the local community with a demonstrable success in cultivating relationships and soliciting funds from foundations, corporations, government agencies, and individuals. The ideal candidate will have worked successfully with a nonprofit Board of Directors and have a reputation as a leader with the ability to manage and mentor staff, create and execute budgets, and execute a strategic plan.

Commitment to Mission:

The ideal candidate should have a demonstrable interest for history, especially the history of Bartholomew County and Columbus, Indiana.

Major Functions/Accountabilities:

- Fundraising—Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting grant proposals, and administering fundraising records and documentation.
- Community and Public Relations—Presents the organization and its mission, programs, products, and services in strong, positive image.
- Program, Product, and Service Delivery—Oversees design, marketing, promotion, delivery and quality of exhibits, programs, products, and services.
- Human Resource Management—Manages the human resources of the organization according to policies and procedures adopted by Board and current laws and regulations.
- Collection Management—Implements protocol for the management and preservation of the organization's collection of historic resources and properties.
- Financial, Tax, Risk, and Facilities Management—Recommends yearly budget for Board approval and prudently manages organizations resources.
- Board Administration and Support—Supports operations and administration of Board by advising and informing Board members and interfacing between Board and staff.

Interested candidates should email their resumes and cover letters to bchssearchcommittee@gmail.com on or before September 11, 2018.