

Bayfield Heritage Association Executive Director

The Executive Director plans, coordinates and executes the work of the Bayfield Heritage Association (BHA), in collaboration with its volunteer Board of Directors. The Bayfield Heritage Association is focused on collecting, preserving and sharing our area's history through a free museum, robust archives, and regular educational programming – in addition to restoring and maintaining historic sites around Bayfield.

This is a part-time salaried position starting at \$35,000 per year, commensurate with experience. Much of the role can be performed on a flexible schedule with the possibility of some remote work.

Essential Skills:

- Strong written and oral communication skills
- Diplomatic with strong interpersonal relationship skills with the ability to work with diverse stakeholders
- Organized self-starter
- Resourceful, creative, detail oriented
- Strong computer skills, proficient with Microsoft Word, Excel and PowerPoint

Bonus:

- Nonprofit experience preferred
- Proficient with Adobe Creative Suite
- Experience managing social media channels

Description of specific duties:

BOARD MANAGEMENT:

- Coordinate and attend monthly board meetings, work with President to develop agenda.
- Serve as point of contact for board members, organizing meetings, gathering input and summarizing recommendations.
- Serve as ad hoc member of all board committees, attending meetings and helping to carry forward resulting actions/work.

- Lead a yearly Board Retreat to revisit and update the Strategic Plan.

FUNDRAISING:

- Plan & coordinate 1-2 mailed and emailed appeals per year + social media appeals soliciting general donations, including writing compelling appeal content.
- Develop personalized gift proposals to major donors.
- Steward major donor relationships through regular updates and communication.
- Research relevant grant funding opportunities, track deadlines, draft grant applications and reports.

MARKETING | COMMUNICATIONS | ONLINE PRESENCE:

- Plan and coordinate yearly marketing efforts (museum rack card, ads in Bayfield Chamber Guide, Bayfield County Visitor Guide, Big Top Chautauqua Season Program, etc.).
- Plan and develop scheduled content for Facebook, Instagram, YouTube, and website – work with Media Contractor to update each of these platforms regularly.
- Plan and develop regular communications with followers through email updates and quarterly newsletters.

EDUCATION | OUTREACH:

- Help shape monthly program content, coordinate program schedule and speakers.
- Coordinate virtual, in-person and/or event streaming with Media Contractor.
- Market programs through Facebook, website, Chamber Blast, email, etc.

VOLUNTEER SUPPORT | COORDINATION:

- Coordinate museum volunteers including recruiting, training and scheduling

SPECIAL EVENTS:

- Coordinate, market and attend BHA events

To apply, please submit your cover letter and resume as one PDF document by email to bhaoffices@gmail.com. Application deadline is Friday, December 10, 2021.