



## Bayfield Heritage Association Administrative Director Job Description

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The Bayfield Heritage Association (BHA) is seeking an Administrative Director to plan, coordinate, and administrate the work of the organization in collaboration with its volunteer Board of Directors (Board). BHA 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 Association's historic sites and properties.

This is a half-time position, averaging 20 hours per week (will vary depending upon programming/events, museum hours, and meetings), that works as a team with a part-time office/bookkeeping staff member. Starting salary range is \$35,000-\$45,000, dependent upon qualifications and experience.

### **Overall Responsibilities:**

- Execute the vision set by the Board. Organize meetings and ensure execution of recommendations and actions of Board meetings and other committees.
- Responsible for museum operation and management.
- Facilitate BHA programming in multiple delivery modes.
- Coordinate and support financial aspects of organization including grant opportunities, annual appeals, and donor relations.
- Plan and coordinate external relations and marketing efforts including print, web, and social media.
- Represent BHA in a positive manner to internal and external groups.

### **Required Qualifications:**

- Strong written, oral, and interpersonal communication skills to work effectively with diverse stakeholders such as Board members, volunteers, donors, community members, organizations, and contractors, etc.
- Proven organizational, planning, prioritization, and execution skills.
- Proficiency in computer software including Microsoft Word, Excel, and PowerPoint and communication software including web and social media.
- Flexibility to adjust working hours to the needs of the organization.
- Willingness to develop knowledge of Bayfield history.

### **Preferred Qualifications:**

- Demonstrated successful experience in the non-profit sector.
- Skill in Adobe Creative Suite, InDesign, or similar graphics software.
- Experience with donor engagement/fundraising.

**How To Apply:** Applications will be accepted until May 31, 2024. A letter of application addressing qualifications, a resume, and at least three professional references can be mailed to: Bayfield Heritage Association, Administrative Director Position, PO Box 137, Bayfield, WI 54814 OR e-mailed to [bhaoffices@gmail.com](mailto:bhaoffices@gmail.com) (subject line should state "Administrative Director Position.")