

# **CAPTAIN AVERY MUSEUM**

## **DIRECTOR POSITION DESCRIPTION**

### **Donor Cultivation**

Initiate and direct fundraising activities, including soliciting corporate/business sponsorships and individual donors. Identify funding opportunities and secure resources from a diverse sector of donors.

### **Grant Management**

Maintain contact with wide variety of organizations from which Museum can seek grants. Identify and apply for grants. Monitor existing grants, ensuring that all deadlines are met.

Present regular reports to the Board of Directors on status of all current and prospective grants, including information on requirements for matching funds.

### **Marketing/Communications**

Oversee and make final decisions about communication and marketing materials (print, electronic, and social media) and ensure consistency of message, appearance, and images. Serve as newsletter editor and oversee all aspects of its production.

### **Budget Management and Office Administration**

Develop and monitor budget. Oversee day-to-day operations of the Museum including supervision of the office staff. Ensure smooth operation of the office.

### **Program Oversight**

Maintain and monitor annual calendar of events, fundraisers, exhibits, and educational programs.

Communicate regularly with and provide needed support to committee chairs and volunteer coordinators to ensure that deadlines are met and resources are available.

### **Board and Stakeholder Relations**

Provide consultation and assistance to the Board of Directors. Keep board members apprised of current trends, problems, and opportunities that impact the organization and provide information necessary to fully inform board deliberations and decision-making.

Create and maintain positive relationships and open communication with members, board, committee leadership, volunteers, and external stakeholders.

## **Community Representation**

Maintain an active presence and represent/promote the Museum at events held by local historic and community organizations. Keep abreast of activities and events for which Museum representation is needed and coordinate representation.

## **SKILLS/EXPERIENCE/ABILITIES**

### **Required:**

- Bachelor's degree
- Three to five years' experience in donor cultivation, fundraising and grant management. Demonstrated success acquiring corporate/business sponsorships.
- Ability to write clear, precise, and compelling documents.
- Proven leadership and management skills.
- Strong interpersonal communication skills; ability to cultivate and maintain strong relationships with Board members and stakeholders and to communicate with tact and diplomacy.
- Excellent project management, budget and organizational skills; ability to prioritize workload, handle multiple projects simultaneously and meet deadlines.
- Ability to work independently as well as collaboratively.

### **Ideal candidate will also possess:**

- Non-profit management experience.
- Knowledge of and keen interest in the Chesapeake Bay and its history.

## **TIME EXPECTATIONS**

- Three days a week, coordinated with other staff schedules to provide full coverage during the week.
- Attendance at Board meetings
- Flexibility to attend key Museum events held in the evenings, on weekends, or events held by other organizations where Museum representation is desired.

**This is a half-time position with the possibility of becoming full time.**

**Submit cover letter, resume, and references to:**

**Captain Avery Museum**

**PO Box 89**

**Shady Side, MD 20764**

**or**

**[captainaverydirector@gmail.com](mailto:captainaverydirector@gmail.com)**