

Executive Director Job Description:

Jay Heritage Center (JHC), a non-profit chartered by the NY State Board of Education, seeks an Executive Director (ED) with proven stewardship and fundraising experience to provide active and inspired leadership of its organization. The ideal candidate will oversee the preservation and interpretation of the Jay Estate, a 23-acre National Historic Landmark site in Rye, New York as a vibrant educational site with indoor and outdoor classrooms. He or she will work closely with the JHC Board of Trustees and Advisory Board to execute JHC's mission, expand its donor base and oversee ongoing restoration of the buildings and grounds.

Jay Heritage Center has independently raised over \$2 million from private, corporate and governmental sources over the past 5 years. These funds have been used to restore JHC's own 1838 Mansion and 1907 Carriage House and rehabilitate three outdoor garden rooms, a meadow and a 1917 Tennis building which it also manages under a landmark public-private partnership agreement. JHC's annual operating budget is \$425,000.

The organization welcomes thousands of school children to the property each year for a day long program on the fight to abolish slavery in America. Restoration of the buildings and grounds includes environmental innovations (like a geothermal system) along with sustainable changes to the landscape to inspire visitors to pursue a greener footprint. Because of these past successes and an established record for innovative programming, JHC has been added to the prestigious African American Heritage Trail, the Hudson River Valley Heritage Area and NY State's Path Through History. The best candidate would be contributing to this continued success of JHC within the community.

The ED will work closely with the Board of Trustees to ensure financial stability, quality control, and robust growth, through increased attendance, membership, donations and relevant programming that appeals to a wide range of demographics. Along with the Board, the candidate will be the ambassador of JHC and is expected to advocate for JHC in the community and throughout Westchester and New York State. Qualifications include leadership and organizational skills, creativity and the ability to work collaboratively with many other peer institutions in the Hudson River Valley and tri-state area, together with JHC's longtime governmental partners including New York State Parks, Westchester County Parks and the City of Rye. The ED will assist in expanding existing educational programming focused on American History, Architecture, Social Justice and Environmental Stewardship.

This is a four day a week position. Candidates should be willing to work a variable schedule, including weekends and evenings for special events when needed. Salary range is \$90,000 to \$100,000. Benefits are not available.

General Responsibilities:

- Work with the Board of Trustees to assure the mission, vision and financial goals of JHC are consistently met through visible, accessible activities and supported by sufficient funds to execute them well. Prepare all materials for Board of Trustees meetings (5-6 per year). Work with various Board Committees – Finance, Marketing, Programs - to assure financial stability and organizational growth.
- Work with Treasurer and Finance Committee to develop annual operating budget.
- Prepare grants, appeal emails and letters, and other donation solicitations to individuals and corporations. Organize fundraising, including the Annual Soiree or Luncheon and private Historians Circle cultivation events. Improve and manage membership program
- Prepare/supervise regular communications with members and the public through monthly newsletters, pre – and post event press releases, JHC's website, and social media accounts (Twitter, Instagram, Facebook)

- Oversee ongoing physical restoration efforts and maintenance of buildings and grounds. Document compliance with relevant capital and programmatic grants and submit paperwork in a timely fashion. Proactively identify capital improvement or maintenance needs.
- Interface with area schools and increase number of participants in JHC programs like Striving for Freedom and ICAN (Inspire Civic Advocacy Now – environmental education programs)
- Manage volunteer corps (15 – 30) and part-time staff members (3). Provide training if necessary. Oversee outreach events like, open houses for adult and high school volunteers I Love My Park Day and archaeology digs along with fundraisers like Jay Day! Fall Festival.
- Schedule calendar of stimulating educational and cultural offerings, lectures, tours and exhibits (2 – 3 per month); secure speakers and develop associated brochures or handouts
- Improve current collections management, including record keeping, policies, and exhibitions.
- Become well versed in the history of John Jay, his family and descendants, Rye history, Westchester history, New York history, African American history and Early American history and be an advocate for the presentation of these narratives to the public.

Essential Qualifications:

- MA in museum studies, history, business or education
- Minimum of 3 – 5 years experience at a museum, cultural non-profit, or historical society, with a record in fundraising, grant-writing, major donor solicitation, volunteer management and program development. JHC would prefer someone who has worked in a managerial capacity.
- Event planning experience.
- Excellent written and verbal skills including public speaking.
- Ability to develop a strong relationship with local government, parks, libraries and civic organizations, etc.
- Computer skills (e.g. Word, Excel, Power Point, Constant Contact or comparable software and QuickBooks)
- A personality that fosters positive interactions with JHC members, volunteers, staff and people in the community.
- Experience designing curatorial, historical and educational programs and working with youth.
- Able to start Fall 2018

To apply, please send a cover letter, resume, and salary requirements to Suzanne Clary,

President, Board of Trustees at jayheritagecenter@gmail.com

Use JHC ED Search as your subject heading. No phone inquiries accepted.