

Job Description: Part-Time Executive Director 20 hours weekly

About the Friends of Minute Man National Park

The Friends of Minute Man National Park is an independent, member based non-profit organization supporting Minute Man National Historical Park's mission through fundraising and volunteerism. Minute Man National Historical Park commemorates the opening battles of the American Revolution on April 19, 1775 by protecting, preserving, interpreting the significant historic sites, structures, landscapes, events and the ideas they embody. Friends of Minute Man National Park is based at the North Bridge Visitor Center in Concord, MA where history, art and culture thrive amidst an authentic backdrop of carefully preserved colonial period architecture and lush rural landscapes .

Position Summary:

Reporting to the Board of Directors, the Executive Director is the face of the organization and has overall strategic and operational responsibility for volunteers, member engagement, retention and growth, programs, and execution of the mission.

Primary Duties and Responsibilities:

Leadership & Management:

- Oversee all activities related to mission fulfillment, including programming, event coordination, membership growth, and communications.
- Report ongoing activities, mission fulfillment and progress on strategic initiatives to the Board of Directors.
- Work with committee chairs, board members and National Park staff to manage specific initiatives.

Finance:

- Manage the accounting/bookkeeping activities i.e. AP/AR and bank deposits.
- Record and acknowledge new memberships; process membership renewals and coordinate contract services and work scopes within established budget.
- Operate within annual budget.
- Work with Treasurer to compile reports for presentation to the board.
- Maintain electronic financial statements

Fundraising, Public Relations & Communication:

- Oversee the messaging in our social media, web site and written materials.
- Draft, layout and edit newsletters and other printed materials.
- Schedule speaking engagements with local service & community organizations.
- Manage and maintain positive media relations.

- Oversee the planning of annual fundraising events, working closely with the Board of Directors, committee chairs and volunteers.

Planning & Relationship Building:

- Provide input and guidance for annual strategic planning and budget development.
- Develop and maintain a clear line of communication with the Board, Park Staff, collaborators, funders, volunteers and members.

Education & Experience required:

- College degree
- Proven track record in donor/membership development, event coordination, grant writing and fundraising
- Experience setting and achieving goals, managing projects from inception to execution and budget monitoring
- Success in building and maintaining a membership base

Skills & Attributes required:

- Strong verbal and written communication skills
- Comfortable and experienced with public speaking
- Positive attitude, personal integrity, self-directed, mission-driven
- Ability to problem solve and find creative solutions through collaboration
- Proficient in MS Office and social media applications.
- Capacity to easily adapt to shifting priorities based on Park needs