

Guilford Keeping Society Part Time Executive Director Job Description

The Guilford Keeping Society, Incorporated ("GKS") is a not-for-profit corporation dedicated to its mission to collect, preserve and share the history of Guilford, Connecticut for present and future generations. It is governed by its Board of Directors. The Executive Director reports to the Board of Directors and is charged with, but not limited to, program development, fundraising, community engagement, financial management and carrying out the strategic vision of the Board and fulfilling the mission of the GKS.

The Executive Director's duties include:

Program Development

- oversight of the maintenance and staffing of the Medad Stone Tavern and Thomas Griswold House
- recruit, hire, train, and motivate staff and board members
- Arrange regular or special educational seminars, events and tours

Fundraising

- raising revenue to fund the organization's operating expenses and capital reserves;
- working with board members on organization fundraising and annual community events;
- developing and maintaining a gift management and acknowledgement system

Community Engagement

- developing and maintaining strong relationships with local and state government officials and not-for-profit organizations;
- raising community awareness of and support for the organization; and
- representing the GKS within the community at social and community events in order to raise awareness and develop stronger relationships within Guilford and the state.

Financial Management

Work with the Treasurer:

- Overseeing the organization's budget and financial operations.
- Providing regular financial reports to the Board.

The Executive Director will have the ability to work a flexible schedule, including some nights and weekends as required.

The Executive Director will have strong leadership skills, an understanding of finance and performance standards, excellent writing and communication skills, and strong analytic and strategic planning skills.

The Executive Director will work with the Board of Directors to develop an atmosphere of teamwork and cooperation in order to advance the mission of the organization.