

## **Friends of Jonathan Clark House Museum Part-Time Executive Director Position Description**

### Overview

The Friends of Jonathan Clark House located on the corner of Bonniwell and Cedarburg Roads in Mequon began in 2012 and is a non-profit 501c3 organization with a mission “to collect, preserve and share the history of the Jonathan Clark House and the early settlers of Mequon Thiensville”. It is led by a nine-member Board of Directors that are elected by its members. It is currently managed by a non-paid Executive Director and a non-paid Curator/Preservation Manager. The Friends has assets of \$394,000 and is carrying a mortgage (currently at \$150,000) for the 2 ½ acre property on which stands the historic 1848 home of Jonathan and Mary Clark. Monthly expenses including mortgage payments are approximately \$2,000 per month. A cadre of volunteers of all ages is a mainstay of the organization. The annual Heritage Days series (four outdoor events held June through October) is a key program.

### Position Summary

The Executive Director will report to the Board of Directors and work closely with the Board President. The Executive Director will take the place of the current volunteer Executive Director. The Preservation Manager and Curator positions will continue with volunteer status and staff. A “Heritage Center” building is being planned. The annual year-end fund drive as well as the leadership of the planning and fund raising of the 3,600 square foot center will be a major responsibility.

### Responsibilities

#### a. Administration and Fund Development

- . Organize and report at board of director and annual member meetings
- . Manage day-to-day administration to include information technology
- . Provide leadership to board members in their volunteer assignments such as education, special projects, volunteers, marketing, fund development and preservation
- . Guide board member recruitment and the election process according to the by-laws
- . In coordination with the Preservation Chairperson, work with the Preservation Manager to implement the preservation plan.
- . Direct the development and fundraising for the “Heritage Center” project, and when complete, oversee its operations. Keep donors engaged in the process.
- . Lead the Board of Directors in the development and implementation of a strategic plan
- . Submit an annual report to the Board of Directors and the Wisconsin Historical Society

#### b. Finances

- . Maintain financial records with the board treasurer
- . Direct fund development and fundraising campaigns
- . Develop and submit grants for operating expenses, educational programming and “Heritage Center” projects

#### c. Programming and Education

- . Organize and conduct events and educational programming, both on-site and off-site in collaboration with the Volunteer Education Director and area organizations

- . In collaboration with the Volunteer Coordinator, recruit volunteers to serve as tour docents for small groups
- d. Marketing, Public Relations and External Affairs
  - . Create and distribute promotional materials and communications, such as newsletters, news releases, website, and social media posts.
  - . Communicate with area chambers of commerce.

#### Skills, Experience and Qualifications

- a. Foundational knowledge of non-profit and/or educational organizations, including grant writing.
- b. Experience planning and implementing fund development activities and engagement events
- c. Ability to self-motivate and work independently
- d. Demonstrated ability to effectively communicate in writing, by phone and using information technologies
- e. Ability to travel within the Ozaukee County region
- f. A bachelor's degree in a related field such as history, museum studies, education, public relations, or three to five years of directly related experiences, or an equivalent combination of education and experience.

#### Physical Requirements

- a. Must be able to exert up to 50 pounds of force to lift, carry, push, pull or otherwise move objects.
- b. Must possess the visual acuity to compile and compute information, operate a computer, and proofread materials.
- c. Must be able to physically negotiate various building and outdoor levels, such as a narrow, steep flight of stairs.

#### Start Date

To be negotiated with the Board of Directors, with a six-month probationary period.

#### Hours and Compensation

Work will be performed an average of 20 hours a week at a consultant basis with pay commensurate with experience and qualifications. The flexible schedule set by the Director will have an expectation of attendance at events, including some evenings and weekends. Holidays are typically not included. An annual review will be conducted by representatives of the Board of Directors.

#### How to Apply

**By April 30, 2021** – Send an e-mail that includes a cover letter, resume, three reference letters, and a document that demonstrates that the applicant played a significant role in a recent major fund development project.

**To: Gary Heckendorf, President, Friends of Jonathan Clark House**  
**jchmuseum@gmail.com**

**Friends of Jonathan Clark House**  
**P. O. Box 634, Mequon, WI 53092**  
**262-618-2051    www.jonathanclarkhouse.org**