

Join the historical legacy of Keepers at Old Baldy Lighthouse, the oldest lighthouse in North Carolina. Old Baldy Foundation, a 501c3 organization which preserves the lighthouse and promotes historical education about Bald Head Island is seeking an **Executive Director** who enjoys challenges: preserving Old Baldy, hosting an annual pirate weekend fund raiser, creating exhibits in our newly renovated Oil House, and restoring and exhibiting the Cape Fear Lighthouse Fresnel Lens. Balance your practical Keeper nature by being fiscally responsible for the Foundation's mission. Resumes with a cover letter and three references can be sent to _____ . or can be sent by mail to Old Baldy Foundation, PO Box 3007, Bald Head Island, 28461.

Old Baldy Foundation

Job Title: Executive Director

Hours: Full time, salaried, exempt position

GENERAL STATEMENT OF JOB

Under limited Board supervision, designs, develops and implements strategic plans consistent with the mission statement for the Old Baldy Foundation in a cost effective and time efficient manner. Provides leadership in financial and staff management, fundraising, marketing, community relations and public programming. Also provides direction and oversight for the day to day operations of the organization including the gift shop and historic tours and develops business plans in collaboration with the Board for the future of the organization. Reports directly to the President of the Board of Directors and is accountable to the Board of Directors. Provides Executive Summaries of the Foundation's activities, financial reports, and all other relevant matters to the Board at each Board meeting. Exercises a wide degree of latitude in accomplishing goals and objectives. Executive Director must exercise considerable initiative and independent judgment in the accomplishment of assigned responsibilities.

RESPONSIBILITIES

Fiscal Management.

- Evaluate and update Financial, Tax, Risk and Facilities Management while prudently managing Foundation's resources.
- Develop an annual budget for review and approval by the Board; ensure that expenditures are within the budgeted amounts; and prepare budget revisions as needed through the year.
- Develop and maintain fiscally sound financial management practices.
- Oversee/supervise all bookkeeping, accounting and financial activities.
- Maintain all financial records, files and documents.
- Actively seek to increase, strengthen and diversify the organization's funding sources.
- Oversee fundraising implementation establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation.

Planning and Programming

- Assure that the organization has a long range strategic plan which achieves its mission, and toward which make consistent and timely progress.
- In keeping with the strategic plan, develop and execute plans for exhibits, fund raising/grants, educational programs, restoration projects and community events.

Community Relations and Institutional Development

- Develop strong volunteer program and relations.
- Collaborate with the Board and community to meet community needs.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Assure organization and its mission and programs are consistently presented in a clear, strong and positive image to relevant stakeholders and the community.
- Assure accuracy of all promotional and informational materials including but not limited to media and internet.
- Provide leadership for support of our mission with the Bald Head Island Community and extended stakeholders.
- Promote Board training.

Personnel

- Responsible for hiring, training and supervision of staff and volunteers.
- Ensure that policies are adhered to as outlined in the Policies and Procedures Manual.
- Annual review and update of Policies and Procedures Manual and all job descriptions for consideration by the Personnel Committee and approval by the Board.
- Maintain personnel files, time records and payroll reports.
- Capable of leading Historic Tour.
- Is trained and certified to drive trams owned and maintained by BHI, Ltd.
- Other tasks as requested by the Board of Directors

The Old Baldy Foundation, Inc. Executive Director Search

Minimum Requirements

Demonstrated financial management skills, including preparation of annual operating budget, ability to administer funds according to approved budget, follow sound bookkeeping and accounting practices and monitor cash flow.

Demonstrated track record of fundraising.

In depth understanding of goal setting, planning, program development and project management.

Demonstrated capacity to engage the community (area and region) in the mission of the Foundation and to facilitate the Foundation's role as an integral part of the community and as the steward of a State icon.

Strong communication skills including public speaking and excellent writing skills.

Proficient with technology, including but not limited to, Microsoft Office, Quickbooks Financial Software, Quickbooks POS, email and internet.

Demonstrated experience overseeing facilities maintenance as well as construction projects. Experience in Historic Preservation is preferable.

Proven leadership and management skills; specifically must have management experience with a positive record of hiring, managing and developing personnel and volunteers.

Ability to multi-task and delegate tasks accordingly.

Skilled at organization in both mind and manner.

Ability to efficiently manage time and resources.

Creative thinking.

Must have the ability to climb stairs.

Possession of a BA or MA in Museum Studies or a degree that, combined with experience, provides the equivalent.

Accumulation of 2 + years of experience in a related field with increasing responsibility over the employment period.

Possession of a valid North Carolina Drivers License or have the ability to obtain one in short order. Must be able to drive a tram on the island, or be trained to do so.