



## EXECUTIVE DIRECTOR, THE HERITAGE ALLIANCE

### **Overview**

The Executive Director is appointed by the Heritage Alliance Board of Trustees and serves at their pleasure. The Executive Director has overall responsibility for the organization's general management and administration.

### **Responsibilities**

The Executive Director is charged with responsibility for the organization's overall management and protection, including oversight of collections, operations, and three historic properties owned by the organization (the Duncan House, the Oak Hill School, and the Architectural Salvage Warehouse). Along with the Board of Trustees, the Executive Director is tasked with fundraising and long-range planning. Working in partnership with the State of Tennessee Historical Commission, the Executive Director cooperatively manages the Chester Inn State Historic Site and Museum. The Executive Director is charged with creating goals and objectives, as well as overall direction for the site. These responsibilities include planning, directing, and supervising the general interpretive programs of the Chester Inn Museum, as well as hiring staff, scheduling, and evaluation. The Executive Director maintains general oversight of the Heritage Alliance's operations, including financial management, planning, reporting, and forecasting in alignment with nonprofit guidelines of the IRS and accountants. This role also leads educational programs, as well as the overall administration of all special events and programs. The Executive Director maintains professional management of the organization's museums in terms of collections, care, and exhibitions. Additional responsibilities include marketing and public relations, as well as coordinating with staff to conceptualize, design, and implement public programs.

### **Compensation**

Commensurate with experience, starting at \$40,000 annually with select benefits. This is a Flextime position, totaling 40 hours per week. Please note, this job involves occasional weekend work and/or working hours that extend after 5:00 PM. Regarding physical demands, this position requires regular standing, walking, sitting, and talking. The employee must occasionally lift and/or move up to 50 pounds.

### **Qualifications**

Minimum qualifications include a Master's degree from an accredited institution and knowledge of the museum and/or public history fields. The ideal candidate should have good people skills, successful experience in grant writing and fundraising, and at least three years of experience in nonprofit leadership, the historic museum field, and/or historic preservation. Applicants should have work experience in museums or related-nonprofits, and familiarity with standard museum procedures, such as exhibit development and collections care.

### **How to Apply**

Send a résumé, cover letter, and two letters of reference to the Heritage Alliance at [heritagealliance79@gmail.com](mailto:heritagealliance79@gmail.com). Applications will be accepted until 5:00 pm EST on Friday, May 3, 2024 or until the position has been filled. For more information, contact our offices at 423-753-9580 or visit our website at [www.heritageall.org](http://www.heritageall.org).