



# Indiana Barn Foundation

## Job Announcement

### Executive Director for the Indiana Barn Foundation

The Indiana Barn Foundation (IBF), a statewide nonprofit organization, is seeking a highly motivated professional to provide leadership and organizational skills towards championing the mission of supporting the preservation of historic Indiana barns. The Executive Director must be enthusiastic about historic barns and the IBF mission. This position is responsible for daily operations of the organization including promotion, marketing and fundraising. The annual salary for this position is \$50,000-\$58,000 commensurate with experience. A limited benefits package will include paid vacations and holidays but not health insurance or retirement benefits.

#### Responsibilities and Duties:

- Build public awareness of IBF and its mission.
- Enhance communication and coordination among IBF Board members.
- Develop and implement a fundraising strategy that provides sustainability for the organization.
- Research, identify, and cultivate relationships with potential sponsors and donors.
- Manage incoming communications to the organization.
- Review all IBF communications and work with board members to effectively promote IBF.
- Identify public engagement opportunities and provide appropriate representation.
- Work with the IBF Board to plan and implement annual meetings, barn tours, and other events that support IBF's mission.
- Routinely communicate with the IBF president on operations of the organization, including the coordination of meeting (dates, locations, agendas, minutes), bylaw compliance, strategic planning, etc.
- Regularly communicate with the IBF treasurer to ensure all accounts are current, recorded, taxes filed, etc.
- Implement a strategic communications strategy; including familiarity with IBF's website, Zoom, BoardSpot, and Personify/Wild Apricot, and assisting the IBF Board in effectively utilizing these tools.

#### Qualifications:

- Highly motivated with strong interpersonal skills.
- Well-organized and disciplined.
- Demonstrated ability to work remotely and independently.
- Sound judgment, discretion, and ability to maintain confidentiality.
- Thorough understanding of nonprofit fundraising and accounting.
- Dynamic communication skills including demonstrated computer and social media proficiency.
- Experience in grant seeking, grant writing and nonprofit fundraising.
- Passion for preservation of historic Indiana barns.
- Bachelor's degree, with preference for nonprofit management; 2+ years of experience in a related field.

**To apply:** Email a letter of introduction and resume using the subject line "Executive Director Application" by **January 24, 2025**, to Kent Yeager, President, Indiana Barn Foundation at [ibf.kent@gmail.com](mailto:ibf.kent@gmail.com).

*The Indiana Barn Foundation is an Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees and candidates, and do not discriminate based on race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status, or any other protected characteristic.*