

The Quapaw Quarter Association promotes the preservation of Little Rock's architectural heritage through advocacy, marketing, and education.

Job Description

Job Title: Executive Director
Reports to: Board of Directors
Schedule/FLSA Status: Full time/Exempt
Supervises: Full-time and part-time staff, volunteers
Salary Range: \$50,000 - \$60,000; Salary commensurate with experience.
Benefits: Paid time off. Health insurance is negotiable. Relocation stipend available.

Summary

As the chief administrative officer of the Quapaw Quarter Association (QQA), the Executive Director provides dynamic leadership and serves as the primary spokesperson for the organization. Working in partnership with the Board of Directors, s/he engages in fundraising and membership development; plans, initiates, and directs activities and programs that support the QQA's mission; and manages the organization's finances and operations. The Executive Director is a visionary for the QQA, articulating its mission to those both inside and outside of the organization.

Responsibilities

Fund and membership development

- Assist in the planning and execution of a variety of fund development initiatives that support the QQA's fundraising goals, in coordination with the Board of Directors.
- Provide leadership and participate actively in identifying, cultivating, soliciting, and stewarding donors, including individual and major gifts, corporate sponsors, planned giving, and grants.
- Cultivate and steward the membership of the QQA. Maintain effective relationships with members and supporters of the organization, including developing methods of communicating with the membership and attracting new members.

Mission delivery

- Monitor community activities affecting the historic resources of the City of Little Rock and surrounding areas and develop effective strategies for addressing problems or threats.
- Advocate for historic preservation initiatives at all levels of government, as well as with constituent groups and the general public, making sure that the QQA's position on preservation issues is understood.
- Serve as an effective spokesperson for the QQA and represent the organization at meetings, events, and speaking engagements.
- Provide technical and planning advice regarding historic preservation to the City of Little Rock, Capitol Zoning District Commission, neighborhood groups, allied organizations, and the general public.
- Develop, enhance, and maintain key external strategic alliances with national, state, and local preservation partners, as well as other professional, academic, public sector, and nonprofit organizations.
- Oversee all programs and activities of the QQA, managing its implementation and evaluation

Quapaw Quarter Association Executive Director Job Description

such as the annual tour of homes, open houses, seminars, and annual meetings, etc. with the Board and committee support.

- Develop, implement, and/or direct communication and public relations efforts to achieve the QQA's mission and goals.

Organizational Management

- Ensure that the QQA's strategic plan and goals are updated regularly to guide the organization's work and assist in realizing its mission.
- In consultation with the Board of Directors, prepare an annual work plan and budget for submission to the Board for approval.
- Assemble agenda and provide financial and other reports for meetings of the Board of Directors and attend all such meetings.
- Direct and supervise the work of staff, contractual employees, and volunteers and conduct annual performance evaluations of staff members.
- Oversee all office activity, including financial accounting, payroll, and membership records.
- Foster a positive working atmosphere for staff members, volunteers, and board members.
- Ensure that buildings and other properties owned or controlled by the QQA are well-maintained.
- Manage the Little Rock Visitor's Center and its staff. Execute applicable agreements as required with Board support.

Knowledge, Skills, and Abilities

- Excellent interpersonal skills, including proven ability to network in the community and work effectively with a wide range of people.
- Ability to establish priorities, work independently, effectively problem-solve, and proceed with objectives without supervision.
- Demonstrated ability to assemble innovative partnerships.
- Excellent communication skills, both oral and written.
- Ability to manage and carry out fund development initiatives for a nonprofit organization, including fundraising and membership development.
- Ability to develop and monitor budgets.
- Good computer skills, including electronic office and accounting applications, desk-top publishing, and website maintenance.
- Basic knowledge of historic preservation methods and procedures.
- Basic knowledge of historic building maintenance.
- Basic knowledge of laws and governmental rules, regulations, and policies regarding historic resources and preservation.

Credentials and Experience

- Master's degree in historic preservation (preferred), business or nonprofit management, or a related field, or equivalent experience.
- At least two years' experience in an administrative position with a nonprofit organization preferred.
- Experience in fund development and strategic planning.
- Experience in the implementation of a Revolving Funds program (preferred).

Work Schedule

The Executive Director is a salaried, full-time employee. They should expect to work some nights

Quapaw Quarter Association
Executive Director Job Description

and weekends to adequately carry out certain job responsibilities. Occasional lifting of under 40 pounds is required.

How to apply

Interested applicants should submit a cover letter, resume, and references to qqa@quapaw.com.

Applicants may also include examples of work, reference letters, etc.

Contact: Amber Crouch, President, QQA Board of Directors

Phone: 501-940-4678

Quapaw Quarter Association
PO Box 165023
Little Rock, Arkansas 72216-5023