



Position: Executive Director, Shelton-McMurphey Johnson House
Location: Onsite (some remote work possible after introductory period);
Eugene, Oregon

Pay: Part-time, salaried, \$30K/year; two weeks paid vacation

Hours: 20-24 hours/week, seasonally dependent

Reports to: Board of Directors

Education and Experience: Bachelor's degree; experience in nonprofit management, grant writing, volunteer management, fundraising preferred

Physical Requirements: Work office is in an historic home; ability to go up and down stairs, walk short distances, lifting items for exhibits is required.

Transportation: This position requires a valid driver's license and insurance, with access to a vehicle. Parking is provided onsite.

Summary:

The Executive Director is responsible for managing the human and financial resources of Shelton McMurphey Johnson Associates (SMJ), in order to achieve SMJ's mission. To that end, the Executive Director is responsible and accountable for all aspects of the organization, and implementing policies set by the Board of Directors. The Executive Director will serve as the Chief Operating Officer of the organization.

The Shelton McMurphey Johnson House is a Victorian house, constructed in 1888, owned by the city of Eugene, Oregon, and operated as a museum by Shelton McMurphey Johnson Associates, a 501c3 non-profit organization. The museum has been in operation since 1994, and hosts approximately 7,000 guests annually.

Job Duties and Responsibilities:

- Planning and scheduling
 - Implementation of an annual operating work plan and 3 to 5-year strategic plan for SMJ that supports the educational, financial, and public relations objectives of the organization.
 - Implement and develop current and long-range administrative, volunteer, and personnel planning, to ensure that the organization is effectively structured and competently staffed.
- Reporting to and communicating with Board of Directors
 - Advise the board on matters within the Executive Director's scope of responsibilities, work toward the mission of SMJ, and promote efficient operation and delivery of services the organization was chartered to provide.

- Provide staff support to the board and its committees; ensure that meeting minutes are recorded and filed.
 - Serve as ex officio member of all board committees.
 - Attend all monthly meetings of the board and Executive Committee; prepare and present reports for each meeting as requested and required, and for other committee meetings (including, but not limited to: financial report, staff/administrative report, fund development report)
- Managing volunteers
 - Promote volunteerism and facilitate the use of direct-service volunteer resources effectively to assist the organization in meeting its goals and to make the experience meaningful for the volunteers.
 - Assist direct-service volunteers as necessary to help ensure the service of their activities.
- Fundraising and external relations management
 - Ensure effective communication with the organization's constituencies: volunteer's groups, other arts organizations, public agencies, government agencies, and the general public, to achieve the public service objectives of the organization.
 - Direct board in fundraising activities.
 - Write and submit grant applications and reports to foundations, corporations, and government agencies.
 - Ensure that all contributions and other support are acknowledged as required by law and as is otherwise appropriate; maintain accurate and complete records of financial contributions and other substantial support.
- Production
 - Develop, support, and post schedules for SMJ operations, including events, classes, and meetings.
 - Negotiate and execute space rental, as required.
 - Secure required equipment, instruments, licenses, and permits.
- Marketing and Promotion
 - Develop and implement a marketing plan and budget; secure in-kind and volunteer resources to assist with implementation
- Financial management
 - Ensure that accurate books of accounts are maintained; maintain bank accounts as directed by the board.
 - Prepare and submit annual operating budgets for approval. Monitor and authorize expenditures in accordance with the approved budget; prepare updated projections based on actual income and expense activity.
 - Coordinate annual filing of IRS documentation and taxes.
- Administrative management
 - Work with the Treasurer to create, manage, and oversee the operational budget.
 - Monitor payroll (staff hours, auto deposits, taxes).
 - Handle correspondence, including suggestions and complaints.

- Maintain documents according to legal requirements and/or board policies and procedures.
- Maintain adequate insurance to protect assets.
- Recruit, select, and supervise staff. Promote, discipline, and terminate in accordance with legal requirements and Board policy. Evaluate staff performance according to policy. Maintain personnel files.
- Develop, implement, and monitor compensation and benefits programs, if in place.
- Ensure that all employer responsibilities are met and that the organization is in compliance with all local, state, and federal laws.
- Prepare and revise job descriptions, employee handbook, and employment policies.
- Maintain all employment records for staff.
- General Responsibilities
 - Keep abreast of activities and developments in the community; advise the board of matters that may be helpful in promoting SMJ's objectives.
 - Perform other tasks and duties as required and assigned by the Board of Directors.

Please apply with a resume and cover letter, to board@smjhouse.org.

The SMJ House is an equal-opportunity employer. All qualified applicants will be considered without regard to gender, race, religion, age, disability, national or ethnic origin, sexual orientation, or veteran's status, in accordance with local, state, and federal law.