

## Executive Director Quiet Valley Living Historical Farm

### POSITION ANNOUNCEMENT

**Quiet Valley Living Historical Farm** of Stroudsburg, Pennsylvania, a private nonprofit organization invites applications for **Executive Director**. Located in the heart of the Pocono Mountains, the National Register historic site opened in 1963 and includes 115 acres of land with historic structures, farm animals, gardens, pastures and woodlands.

The ideal candidate will possess a Master's Degree in Administration/Management, History and/or Museum Studies with three to five years' experience. Strong financial skills as well as a background in history is required. Candidate should have a working knowledge of Microsoft Office Suite, Social Media, or other similar programs; QuickBooks is a plus. The Director must be an independent, creative thinker with strong writing and communications skills as well as ability to work with the Board of Directors, staff, community persons, and a large volunteer force.

Responsibilities of the Executive Director include, but are not limited to:

- Provide leadership in establishing the goals and objectives for the organization, its promotion, growth and fundraising
- Collaboration with the Board of Directors to advance the mission of Quiet Valley Living Historical Farm.
- Work closely with the Director of Education and Programs to provide the visiting public with informative, accurate, and engaging information about Quiet Valley Living Historical Farm, Pennsylvania German history, the history of Pennsylvania, Agricultural history, and 19<sup>th</sup> century America.
- Maintenance and expansion of sustainable funding streams including governmental, corporate sponsorships, grants, planned giving, individual giving, and general fundraising
- Oversee day to day operations of the organization, including strategic planning, oversee collections, program and financial management, hiring, and management of the QV staff.
- Oversee all QV staff to implement all public programming to the highest level of quality and complete visitor satisfaction, if not exceeding expectations.
- Be a liaison between the staff, Board of Directors, Friends of Quiet Valley, Advisory Board, and volunteers to ensure long term involvement
- Development of professional relationships within the community including being the public face of the museum
- Work with the Board to create and fulfill the long-range strategic plan. Facilitate Board operations and committees.
- Oversee advertising, promotions, and public relations and assist with social media campaigns.
- Develop and monitor yearly budget. Oversee accounts billing and monitor financial and investment accounts.
- Demonstrate an understanding of site/program requirements regarding operational procedures, preservation of collections, artifacts and objects throughout Quiet Valley.
- Continually improve the historical authenticity of the environment.
- Provide supervision, along with the Director of Marketing and Special Events, for special events including Farm Animal Frolic, Harvest Festival, and Old Time Christmas.
- Work closely with the Farm Manager to maintain all safety and emergency procedures for the security of staff, volunteers and guests. Insure overall safety and preservation of the organization's properties and exhibits such that they remain safe and attractive to visitors.
- Perform other duties as assigned by Board of Directors and actions that facilitate other staff success

Position is full-time. Salary is commensurate with experience; health stipend is included with position. Interested applicants should send resume and cover letter to [farm@quietvalley.org](mailto:farm@quietvalley.org).