



## CONCORD POINT LIGHTHOUSE

Executive Director, Concord Point Lighthouse and Museum

### **Overview:**

Built in 1827, the Concord Point Lighthouse and Keepers House is a best-known tourist attraction in Harford County, Maryland, guided by The Friends of the Concord Point Lighthouse, a non-profit organization. Open April through October each year, both properties offer visitors the opportunity to explore the history of the Lighthouse and view artifacts that delight children and adults. A gift shop features specialty items for lighthouse lovers, and Maryland devotees. The Lighthouse offers tours every weekend and offers special events throughout the year. The executive director is charged with the management and administration of the buildings, grounds and programs in accordance with AAM\* best practices and professional standards and reports directly to the Board of Directors. This is a year round, part time exempt position averaging 20-25 hours per week.

### **Key Essential Functions:**

The Executive Director must have expertise in the following areas: grant application and administration, fiscal accountability and oversight, management of physical facility, fundraising and events management, supervision of programs and exhibits, execution of the vision and plans of the Board while overseeing daily operations of the museum.

### **Requirements:**

- Bachelor's degree or higher in applicable field of study
- Experience with exhibit and program creations
- Project management experience
- Experience with successful grant writing and administration
- Formulate and implement a marketing strategy
- Oversee budget development and financial management, with Treasurer
- Event coordination and bookings of reservations
- Experience supervising volunteer coordinator/interns to include training and sustaining volunteers and community supporters.
- Strong Microsoft Office skills
- Technical experience with web site updates and social media sites

- Excellent written and verbal skills including presentation experience
- Possess skills to develop and maintain positive relationships with members, volunteers and community constituents
- Serve as a liaison with county, city, and community organizations which may include participation in meetings and conducting presentations
- Prepare and manage contracts as approved by the Board
- Write and distribute quarterly newsletter and annual appeal
- Provide any necessary guidance to committees
- Maintain museum records in electronic and hard copy forms
- Manage gift shop, contributions, and other inventory
- Cash handling skills
- Manage payroll and associated employers taxes
- Availability and willingness to work a flexible schedule, including weekends as needed.
- Self-motivation and ability to work independently toward objectives.

**Physical Demands and Working Environment:**

- Ability to climb stairs comfortably and frequently
- Ability to lift 40 pounds
- Able to sit for periods of time while working on computer
- Able to transport inventory for functions
- Able to lead group activities for all ages

**Compensation:** \$25,000/year

Benefits: Core hours with flexibility due to nature of position (some weekends and evenings). Paid Federal holidays. Health, life insurance are not offered at this time.

**How to Apply:** Please send resume, cover letter, and references to [concordpointlighthouse@verizon.net](mailto:concordpointlighthouse@verizon.net).