

## **North Carolina Preservation Consortium Executive Director Position Description**

The NCPC Executive Director (“ED”) reports to the Board of Directors (“Board”) of the North Carolina Preservation Consortium (“NCPC”). The ED is a key component in NCPC’s consistent achievement of its mission and financial objectives. This position supports the Board in all its functions and provides leadership in developing programmatic, organizational, and financial plans. Responsibilities may include:

### **Organizational Management and Support**

1. Facilitates the implementation of the authorized plans and activities of the Board.
2. Manages the Post Office box including picking up and distributing incoming mail.
3. Maintains the organization’s official records and documents.
4. Assists the President with planning and conducting Board and membership meetings. (Bylaws Article V-F)
5. Attends Board meetings and Annual Conference (virtually or in person, depending on circumstances); attends Executive Committee meetings (usually via Zoom); attends other committee meetings as requested.
6. Hires and supervises professional and clerical staff at the direction of the Board. (Bylaws Article VII)
7. Submits quarterly activity reports. (Bylaws Article VII)

### **Communication**

1. Facilitates communication among and between Board and committee members.
2. Monitors the organization’s online tools including the website (Wordpress), social media accounts (Twitter, Facebook, Flickr), Google Groups, and Formstack.
3. Provides orientation information to new Board members.
4. Maintains list of voting members (Bylaws III-4A); conducts annual voting for open board positions (Bylaws IV-4A), communicates voting results to the membership. (Bylaws Article III 4E)

### **Financial management**

1. Manages the financial resources of the organization.
2. Manages supply orders for workshops, the Annual Conference, and office supplies.
3. Signs contracts on behalf of the organization; pays invoices in a timely manner following board-approved guidelines for payment authorization.
4. With Treasurer and Finance Committee, develops annual budget and monitors organizational financial status; develops financial policy recommendations (Bylaws V 3C)
5. Ensures compliance with all local, state, and federal requirements.
6. Ensures adherence to grant provisions. (Bylaws VII)

### **Outreach and Promotion**

1. Promotes preservation awareness among the membership and public; provides preservation information and referrals; represents the consortium in preservation associations and networks. (Bylaws Article V-F)
2. Contributes content to the consortium web site, social media, listserv, and newsletter; informs the consortium of news and events, etc. (Bylaws Article V-F)

3. Represents NCPC at Annual Conference, development events, and workshops as requested.

### **Specific Committee Assignments**

1. Serves on the Executive Committee. (Bylaws Article VI-4A)

### **Time Expectations**

- Time commitment can vary depending on the activities of the organization and the directives of the Board, generally 5-10 hours per week on average. There may be times that require greater time commitments, e.g. preparing for the Annual Conference, workshops, and board meetings.

### **Compensation**

- NCPC offers a yearly stipend. In addition, the Executive Committee may authorize:
  1. Reimbursement for travel expenses on NCPC business.
  2. Reimbursement for NCPC supplies and materials.
  3. Support for professional development and continuing education.

### **Evaluation**

- The Executive Director is selected by and serves at the discretion of the Board of Directors. (Bylaws Article V-2)
- The Board will evaluate the Executive Director's performance at least yearly. If at any time an ED's performance is less than "satisfactory," the Board has the responsibility to either a) set specific goals for improvement and define a probationary period, or b) remove the ED from the position with the majority approval of the Board.

### **Qualifications**

#### Required

- Residence in North Carolina
- A bachelor's degree in a related field such as historic preservation, public history, business administration, conservation, etc, or equivalent training and experience
- Minimum 3 years working in a library, museum, archives, or other cultural heritage organization.
- Excellent organizational and communication (written and oral) skills.
- Demonstrated ability to develop and implement short- and long-term goals.
- Demonstrated experience with preparing, managing, and analyzing budgets.
- Demonstrated success working collaboratively in a diverse organization.
- Demonstrated commitment to and interest in the preservation of cultural heritage.

#### Preferred

- Experience working or volunteering in a nonprofit organization, preferably in a leadership role.
- Experience in project management, marketing, fundraising, and/or public relations.
- Supervisory experience.