



SOUTHERN FOREST HERITAGE MUSEUM & RESEARCH CENTER

Post Office 101 • Long Leaf, Louisiana 71448
Phone: (318) 748-8404 • FAX: (318) 748-8410

Position Description

EXECUTIVE DIRECTOR

Reports to: President of the Board of Trustees
Supervises: All Staff Positions
Employment: Full Time

POSITION SUMMARY

The Executive Director of the Southern Forest Heritage Museum & Research Center (SFHM) is responsible for all activities involved in the operation of the Museum.

RESPONSIBILITIES

All of the duties (not all-inclusive) listed below are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

ESSENTIAL FUNCTIONS

1. Responsible for the annual budgeting and management of financial operations, research activities, human resources, and the development of programs, exhibits, and partnerships.
2. Responsible for the development of Board agendas and other Board matters with input from the President of the Board of Trustees.
3. Responsible for all day-to-day operations of the facility, its programs, and systems.
4. Reports directly to the President of the Board of Trustees and works collaboratively with the President of the Board of Trustees and Executive Committee. Shares responsibility in developing the Museum vision and strategies.
5. Shares oversight with the Executive Committee for the management of construction projects of the Museum.
6. The Executive Director is an ex-officio member of both the Board of Trustees and the Executive Committee.
7. Responsible for organizing and overseeing an effective membership and fund-raising program.

MINIMUM QUALIFICATIONS

- Executive level management experience, high level of maturity, strong leadership skills, good communication skills
- Demonstrated effective management abilities and employee supervision

EDUCATION AND TRAINING

- Post-secondary education desired
- Familiarity with non-profit operations is beneficial

WORKING CONDITIONS

- Designated office area, but may be working from anywhere on Museum property
- Moves regularly during working hours
- May work flexible hours
- Is subject to frequent interruptions
- May be subject to work beyond normal working hours and on weekends and holidays when necessary
- Attends and participates in continuing educational programs designed to keep you abreast of changes in the profession
- Position may require out-of-town travel

COMPENSATION

- Salary..... \$35,000 per year
- Travel allotment...\$100 per month
- No Retirement or Health Care Benefits provided

APPLY AT:

Executive Director Search Committee
PO Box 101
Long Leaf, LA 71448

Include a letter of recommendation and biographical information.

Applications close April 30, 2020.