



## **JOB ANNOUNCEMENT**

### **Executive Director for Poudre Landmarks Foundation, Inc. Fort Collins, CO**

Poudre Landmarks Foundation (PLF) is seeking applications for the Executive Director position. This part-time position is responsible for the successful leadership and management of PLF following the strategic direction set by the Board of Directors. The Executive Director reports directly to the PLF Board and works collaboratively and successfully with PLF's two highly committed volunteer auxiliaries, the Avery House Guild and Friends of the Water Works, in pursuit of the organization's mission. The Executive Director supports the auxiliaries and provides professional guidance and training in museum best practices to ensure PLF's stewardship of the historic structures and collections with which it is entrusted.

#### **Job Responsibilities:**

The Executive Director provides organizational leadership, reports to and works with the Board of Directors, and is responsible for overall management including policymaking, financial management, fundraising, facilities management, community relations and professional practices. The Executive Director is also responsible for volunteer management, coordinating the activities of the auxiliaries with the Board, marketing, outreach and administrative duties, and supervises PLF staff.

#### **Prioritized Responsibilities/Duties:**

- Provides organizational leadership
- Volunteer management and engagement
- Financial management
- Fundraising
- Public relations
- Board development

#### **Qualifications/requirements:**

- A bachelor's degree or higher in museum studies, historic preservation, arts administration, nonprofit management, business administration or a related field
- 3-5 years of nonprofit leadership experience, museum experience preferred
- Professional museum training and/or experience
- Experience working with volunteers
- Fundraising experience
- Property management experience a plus
- Familiarity with local community and/or city government a plus

#### **How to apply:**

Send resume, cover letter, and contact information for 3 references to [search@poudrelandmarks.org](mailto:search@poudrelandmarks.org).

Application deadline: January 14, 2019

At 5 p.m. Mountain Time Zone

- Principals only. Recruiters, please don't contact this job poster.
- Do NOT contact us with unsolicited services or offers.

Poudre Landmarks Foundation (PLF) is a non-profit organization whose mission is to preserve, restore, protect, and interpret the architectural and cultural heritage of the Fort Collins area. PLF accomplishes this through the care and management of Historic Landmark sites owned by the City of Fort Collins, providing educational programs and events focused on early life in Fort Collins.