

# **Hallockville Museum Farm Executive Director Position**

## **Overview**

Hallockville is seeking an Executive Director (“ED”); this position serves as the administrator of the Museum Farm. The ED is appointed by, reports to, and is responsible directly to the Board of Directors.

Hallockville Museum Farm is a not-for-profit organization located in Riverhead, New York on the East End of Long Island and approximately 80 miles from New York City. The museum farm has a mission of taking Long Island back to its family farming roots and exploring their relevance today.

The 28-acre museum farm is in the agricultural belt of Long Island’s North Fork and is comprised of nineteen historic houses, barns and outbuildings ranging from the mid-18th century to Depression Era. Hallockville serves as an educational resource for all age groups, is listed on the National Register of Historic Places and is a Riverhead Town landmark. Additional information can be found at [hallockville.com](http://hallockville.com).

## **Major Position Responsibilities**

In their role as the organization’s administrator, the ED is responsible for overseeing all aspects of operations. The position has direct roles in budgeting, funding, human resource management, development of and managing programming, administrative matters, community outreach, and interactions with the Board. A major focus of the ED position is fundraising. The position requires an ability to work independently as well as collaboratively with a wide constituency of individuals and groups in a dynamic work environment.

## **Specific Position Responsibilities**

- Developing proactive approach to fundraising
- Working knowledge of QuickBooks
- Developing and administering the organizational budget
- Maintaining organizational financial records
- Consulting outside accountant/bookkeeper and Treasurer when preparing required filings
- Identifying and pursuing new programming and funding sources, including external grants
- Supervising staff, volunteers, and outside groups
- Maintaining physical assets and historical integrity of the Farm
- Developing and fostering strong community and professional relationships
- Developing and fostering beneficial relationships with elected and appointed officials
- Developing and fostering a positive public relations program, including but not limited to press, public relations, social media, community outreach and newsletters

## **Required Skills**

The ED must be comfortable:

- Fundraising
- Speaking before large and small groups
- Communicating clearly and concisely
- Interacting with the Board of Directors
- Managing educational programs, working with children and educational professionals, specifically in connection with schools and summer camp groups
- Working with software applications such as word processing, database management, spreadsheet, and graphics preparation
- Planning and managing large public events

## **Educational and Expertise Requirements**

- Bachelor's degree, preferably in a related field, such as education, agriculture or museum management is required; Master's degree is preferred.
- Prior experience in the educational or not-for profit-organization sector is expected.
- Familiarity with fundraising, grant writing, event planning, employee supervision, volunteer, coordination, QuickBooks will be viewed as advantages.

## **Compensation**

The ED position is full-time, salaried and includes medical benefits and others as determined by the Board. The salary range is anticipated to be \$70,000 to \$85,000 and will be commensurate with experience. Most work will occur during regular business hours, but the ED is expected to be available for weekend and early evening work as necessary. Staff housing may be available.

## **Application Requirements**

Applications will be accepted beginning October 18, 2019 and until a suitable candidate is selected. Applicants must submit a (i) cover letter outlining interest in the position and (ii) resume that details education, employment histories along with other relevant information. Applicants should also be prepared to provide the names and contact information of three (3) references that are familiar with the applicant's previous and/or current employment history.

All application materials must be submitted via electronic mail to [edsearch@hallockville.com](mailto:edsearch@hallockville.com) as attached documents in PDF format.