

Director of Operations

Historic Fredericksburg Foundation, Inc.

The Historic Fredericksburg Foundation, Inc. is seeking a Director of Operations to work 25-30 hours per week based on workload. \$22-\$25 / hour depending on experience. Position is estimated to begin on June 6th. Knowledge of Historic Preservation is not required but is preferred.

Duties would include, but are not limited to the following:

Recruit & Manage Volunteers

- Monitor volunteers running office during hours of operation
- Monitor and assist volunteers working on independent projects
- Recruit volunteers and learn their skills and interests to match with appropriate projects

Assist various working committees – Historic Marker, Events, Real Estate, Publications, etc.

Plan and implement Annual Membership Drive and other fundraising campaigns to include renewal mailings/emails, stewardship activities, and promotion to larger community

- Work to maintain constituent management system (Little Green Light), with assistance from select volunteers
- Oversee grant applications and reporting

Lead coordination of the annual Holiday Candlelight Tour including:

- Volunteer committees to manage portions of event
- Coordination of permits and other logistics
- Basic bookkeeping and oversight of budget and ticket sales
- Work with volunteers in obtaining sponsors and advertisers for event
- Promote event throughout community

Assist walk-in guests during business hours and phone calls/ emails with requests for information

- Consult files in Lewis Store for info
- Pass on to appropriate volunteer or board member as needed
- General office management tasks
- Oversee sales in gift shop throughout year/work to promote gift shop and HFFI items, insure hours of operation 11:00 – 4:00, Tuesday – Saturday.

Engage community with preservation and promote events, and products, through HFFI's social media outlets, local publications, membership mailings and other media

Communicate with HFFI Board of Directors on progress with Foundation projects and needs to ensure success

Maintain and monitor organization's budget

- Oversee payment of bills and tax preparation with Treasurer

Applicant should have experience and be proficient in the following skills:

- Staff Management - Must communicate with staff & volunteers to convey needs and instructions
- Ability to prioritize tasks
- Project Management – will need to coordinate multiple departments and committees as well as simultaneous tasks to ensure a successful Holiday Candlelight Tour
- Microsoft Word, Excel, PowerPoint
- WordPress website CMS – not required, but helpful

Please send a cover letter and resume to Board President, HFFI, 1200 Caroline Street, Fredericksburg, VA 22401 or at office@hffi.org.