

Freetown Village Executive Director Job Description

Freetown Village is a living history museum, without walls, based in Indianapolis, IN. Our mission is to educate the public about African American lives, arts, and culture in Indiana through living history, exhibits, allied programs, and the collection and preservation of artifacts. This cherished institution is dedicated to celebrating history, culture, and community. Our organization stands as a beacon of integrity in history, honoring the past while inspiring the future. With a rich heritage and a commitment to educational excellence, we have been a driving force in preserving heritage through engaging experiences and enlightening programs since 1982.

Position Overview Reporting to the Freetown Village Board of Directors, the Executive Director is responsible for leading and managing the organization's operations and ensuring its mission and goals are achieved.

General Responsibilities

1. Leadership and Vision

- Provide strategic direction, leadership, and oversight to the organization in alignment with its mission.
- Develop and implement long-term goals and objectives in collaboration with the Board of Directors that reflect a creative vision and strategic direction for Freetown Village.
- Foster a safe, positive, and inclusive work environment that promotes teamwork and collaboration among staff and volunteers.

2. Board Relations and Governance

- Collaborate with the Board of Directors, providing regular updates, and ensuring compliance with policies and regulations. Support board recruitment, development, and onboarding by providing resources and guidance as needed.
- Promote effective communication and engagement between the board, board committees, staff, and volunteers.

3. Financial Management

- Ensure effective and efficient business operations, including oversight of finance and administration.
- Develop an annual budget plan in consultation with the Board of Directors.
- Diversify income streams (charitable contributions, program fees, and ticket sales) to increase current financial sustainability and in the future.

- Develop and adhere to a regular financial reporting schedule to ensure transparency and accountability with the Board of Directors.

3. Fund Development

- Develop and oversee the implementation of a comprehensive fund development strategy to ensure financial stability and growth that includes individual annual giving, major gifts, grants, membership, sponsorship, and planned giving.
- Cultivate and maintain relationships with current donors, donor prospects, sponsors, and funders through communications, recognition, and stewardship

4. Program Development and Implementation

- Oversee the development and implementation of new and existing programs, workshops, tours, performances, activities, and exhibits to ensure alignment with the organizational vision, mission, goals, and desired impact.
- Assess community interests and continually evaluate, revise, and develop historically accurate programs and exhibits that are relevant today and responsive to community needs.
- Maintain historical integrity and appropriate care of props, costumes, equipment, artifacts, and administrative files.

5. Marketing and Public Relations

- Oversee the development and implementation of a coordinated annual marketing and communication plan that includes a mix of printed materials, promotional content, newsletters, media relations, social media, web content, and community involvement strategies.
- Serve as the dynamic spokesperson for the organization at meetings, events, and through public media.
- Develop and implement strategies to increase public awareness and participation in the organization's educational programs and public performances.
- Develop relationships with local media representatives and coordinate opportunities for media coverage.

6. External Relations and Advocacy

- Represent the organization externally, by initiating contact, building relationships, and maintaining communication with complimentary nonprofit organizations, schools, higher education institutions, local and national museums, sponsors, and funders.

- Advocate for the organization's mission and causes, raising awareness at local, regional, and national levels.
- Maintain contact with existing program partners and actively pursue new school and community program partners.
- Stay informed about relevant trends, policies, and best practices in the nonprofit sector.

Qualifications

- Bachelor's degree in a related field (e.g., nonprofit management, library, museum or arts organization leadership, business administration). Master's degree preferred but not required.
- A minimum of 5 years of proven leadership/management experience in a nonprofit organization, preferably as an executive director or in a senior staff role.
- A passion for Freetown Village's mission and telling the story of African American history in Indiana with a commitment to social impact, education, and historical accuracy.
- Knowledge and a strong understanding of the many facets of nonprofit organization such as board governance, fundraising strategies, and financial management including relevant laws, regulations, and trends.
- A self-starter who possesses a strong work ethic and a commitment to high quality in all areas.
- Excellent external and interpersonal communication and relationship-building skills.
- Demonstrated ability to inspire and lead a diverse team of staff, volunteers, and supporters.

Salary and Benefits

Full time exempt position with some evening and weekend hours

- Salary Range - \$50,000 - \$65,000
- Life, long-term disability, health, vision, and dental insurance for employee (paid through stipend)
- Retirement plan after the first year of employment
- Personal Time Off (PTO) and government approved holidays

The ideal candidate will possess the following characteristics:

- **Charismatic Leadership:** Lead with charisma, inspiring and motivating a dedicated team towards a shared vision. Your magnetic leadership will foster a culture of passion, innovation, and collaboration.
- **Commitment to Preserving Integrity in History:** Uphold our organization's core values by ensuring that history, culture, and heritage are at the heart of everything we do. Maintain the integrity of our mission while driving meaningful change.
- **Strategic Thinking:** Develop and implement forward-thinking strategies that position Freetown Village Inc as a trailblazer in historical preservation and community engagement. Your strategic insights will guide us into a bright and impactful future.
- **Relationship Building:** Forge and maintain strong relationships with volunteers, staff, participants, funders, donors, and the broader community. Your exceptional interpersonal skills will create lasting partnerships that fuel our success.
- **Excellent Communication:** Effectively communicate our mission, values, and impact to diverse audiences. Your exceptional communication skills will amplify our reach and inspire support from various stakeholders.

Freetown Village is an *Equal Opportunity Employer*

This job description is intended to convey information essential to understanding the scope of the position and is not intended to be an exhaustive list of responsibilities, duties, and skills required. In addition, it does not constitute a contract of employment and Freetown Village may exercise our employment-at-will rights at any time.

Please email cover letter and resume by June 1, 2024 to:

Ray Biederman
Chair of the Executive Search
and Selection Process
Freetown Village
freetownvillagesearch@gmail.com