

Memphis Heritage, Inc.
Executive Director Job Description

The Executive Director is the key management leader of Memphis Heritage, Inc. (MHI) The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, advocacy and community outreach.

Job Responsibilities

- **Membership**
Oversee Membership database which includes mailings, notices, invoices, retaining current members as well as developing new members and projects to increase membership.
- **Howard Hall**: routine inspections and upkeep, maintenance, organization of offices and equipment. Oversee grounds, manage all bills associated with HH. Utilities, insurance, supplies, landscaping, repairs, etc
- **Don Newman Collection**: responsible for maintaining the archives of the Newman's Memphis Collection. Memphis Heritage does not own the Newman collection. MHI has a licensing agreement with Mrs. Bertha Mae Newman. This agreement allows MHI to control and oversee the scanning, printing, marketing and usage of all images. The use of this collection has been based on written agreement only. Based on this written use agreement, the Executive Director must approve any use other than the routine established process used for scanning, printing and selling of prints. Responsible for exposing the Newman collection through various means,
- **MHI operations**: Work with bookkeeper and auditors to process financials, prepare and maintain an annual budget, maintain a preventative maintenance calendar for the facilities. Deal with advocacy issues and attend necessary meetings to stay aware of actions that might be detrimental to historic neighborhoods and spaces.
- **Annual Educational Series**: create a topic for the series, arrange for speakers, room set up, marketing and registration payment, follow up contacts, arrange for refreshments.
- **MHI Annual Calendar**: recruit and coordinate with sponsor their approval of calendar monthly images and copy. Handle entire layout and final approvals and oversee printing and delivery of Calendars to retail outlets that we have recruited to sell calendars annually. PR and marketing of calendar includes radio spots, Newspapers, radio, social media, etc. In April collect all unsold calendars from outlets and bill for sales.
- **The Keystone** (presently a page in Story Board) is being written by volunteer, Charley Lambert. Staff has had little input in this process over the last several months. We are

requesting more writers and subjects to be covered on what MHI is doing in the community in future printings.

- **Public Speaking**: respond to engagements as requested. Rotary, Kiwanis, women's groups, etc
- **Newman to Now**: Hopes are to continue this effective educational tool by sharing it with other granting sources to receive more funding to expand this program.
- **Heritage Building Supply**: Founded in 2017 as a financial support for MHI's operating budget. This program took the place of an every two year Architectural Auction that was a large fundraiser for MHI. The hopes were rather than raise \$35,000 every two years that MHI would have a monthly income from selling its architectural salvage that generally is collected and organized by the Preservation Posse volunteers. Serve as the liaison between donated warehouse storage space owner and HBS program.
- **Volunteers**: recruit and organize volunteers to work in different capacities to assist with ongoing MHI programs. Emails and social media.
- **Internships from local colleges and schools**: maintain a good relationship with colleges in the area and request interns to work (without pay) and for academic credit only. Collectively come up with a program the interns will work on and oversee all work of interns including counseling and completing evaluations.
- **Adapt-A-Door** in its 11th year as an annual fundraiser. Recruit door artists, plan door dash six month prior to November event. Maintain contact with door artists on their progress and market works as they are created thru social media and other outlets. Recruit in-kind sponsors for all food, drink, entertainment. Oversee production of all materials used to advertize the fundraiser. Make contacts to assist in recruiting financial sponsors. Organize premises for event and make necessary furniture moves to accommodate.
- **Cooper Young Festival**: produce and organize all materials to be used to market and raise funds for MHI. At CYF. Recruit Volunteers for a 12 hour event and coordinate set up and teardown.
- **Preservation Posse after Hours**: recruit places to hold quarterly event by contacting owners of historic properties that are undergoing restoration or have been restored to showcase to local community. Recruit sponsors to cover cost of event. Recruit food vendor and wine for each event Coordinate volunteers to set up, staff and clean up. Coordinate all marketing materials to be used at event.
- **Mother's Day Antique Market**: Coordinate the planning and carryout of this annual fundraiser at Howard Hall. In its second year in 2020 plans are being made for another successful event.

The Executive Director reports directly to the Board of Directors. The position also attends all Board meetings, including preparation of agendas, in advance, of monthly Board meeting. Responsibilities that are not listed will be determined by the Board.

Professional Qualifications:

- A bachelor's degree
 1. Preferred five or more years relevant management experience
 2. Transparent and high integrity leadership
 3. Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
 4. Strong organizational abilities including planning, delegating, program development and task facilitation
 5. Ability to convey a vision of MHI's strategic future to staff, board, volunteers and donors
 6. Knowledge of fundraising strategies and donor relations unique to nonprofit sector
 7. Skills to collaborate with and motivate board members and other volunteers
 8. Strong written and oral communication skills
 9. Ability to interface and engage diverse volunteer and donor groups
 10. Demonstrated ability to oversee and collaborate with staff
 11. Strong public speaking ability

Salary:

Salary range is \$45 to \$55k, based on experience.

To Apply:

Email resume and cover letter to mhinewjobs@gmail.com