

## **BETSY-TACY SOCIETY**

### **EXECUTIVE DIRECTOR**

The Betsy-Tacy Society, located in Mankato, Minnesota, seeks an Executive Director, dedicated to promoting and preserving Maud Hart Lovelace's legacy and work. The Society owns and operates two historic homes, manages a robust membership program, and offers regular virtual programming. Readers, fans, and members of the Betsy-Tacy Society are from around the world, and the Society works to serve both local and virtual audiences.

The Executive Director is responsible for strategic leadership and the overall operational, programmatic, and financial health of the Society. Working closely with the Board and Advisory Council, the ED is the public face of the Society and will embrace our mission, successfully pursue and execute strategic goals and objectives, and identify and execute opportunities for mission-related growth.

Due to the hybrid nature of our audience, the proposed position can be held remotely, with a minimum of four visits to Mankato annually.

#### **Compensation:**

- The Executive Director manages their own schedule, though they are expected to work at least 25 hours per week.
- Salary: \$23,400, or \$975 every two weeks (25 hours/week @ \$18/hour)

#### **Essential Duties**

##### **Management**

- Forge trusting working relationships with staff, board members, donors, key community members, and visitors
- Oversee the daily operations, and delegate areas of responsibility and tasks as appropriate
- Maintain museum files in an organized manner; this includes but is not limited to: membership lists/information, donor lists/information, mailing lists, Board meeting documents such as minutes and treasurer's reports, and financial documents
- Ensure that proper policies and procedures are in place, and review and update them as needed
- Supervise and manage staff and delegate appropriate authority and responsibilities while maintaining a high level of morale and providing direction and resources as necessary
- Regularly attend all board meetings and serve as an advisor to the board to ensure its effectiveness in its policymaking and funding roles; serve as liaison between the board and staff; and work with committees
- Provide guidance, advice, and information to the Board of Directors on all matters affecting the Society and its performance in a thorough and timely fashion

## **Fundraising and Financial Management**

- Lead efforts to raise funds and grow membership
- Develop and secure funding through grants, donations, and planned giving
- Work with the Board to establish a yearly budget and review it on a regular basis
- Work with the Treasurer to oversee financial management, prepare quarterly financial reports, and communicate fundraising results and performance trends
- Work with the Shop Committee to maintain and grow that revenue stream

## **Publications and Communications**

- Oversee all print and online BTS publications, including:
  - Developing content
  - Working with volunteers to create and edit content
  - Preparing regular newsletters for various member groups
- Work with social media team to develop and schedule content
- Issue press releases as needed
- Create an organization style guide, and ensure adherence to BTS style in all publications

## **Events Coordination**

- Develop a yearly calendar of virtual and onsite events
- Ensure that all BTS events are purposeful and serve our mission
- Work with virtual and onsite events committees and volunteers to ensure event success

## **Community Outreach**

- Represent the organization to the public, and serve as official spokesperson to the media
- Help plan outreach efforts
- Establish relationships with key community members, both local and national (e.g., other historical societies and museums, community partners, sponsors)
- Maintain an updated and accurate list of community contacts
- Foster relationships with descendants of the book characters, and strive to involve them in our work

## **The ideal candidate has:**

- Outstanding leadership, time management, and organization skills
- Excellent written and verbal communication skills
- An ability to represent the BTS to the public in a professional manner and speak knowledgeably of its history, work, and mission
- An ability to multi-task, work independently, and work well with Board members and other volunteers
- A love of the Betsy-Tacy books, children's literature, and small museums

To apply: Please send resume and cover letter to [melissa@prycerconsulting.com](mailto:melissa@prycerconsulting.com)