

Executive Director, Hallockville Museum Farm

The Opportunity

Hallockville Museum Farm (HMF) seeks a strategic and entrepreneurial *Executive Director (ED)* to lead us into the next decade. The ED is appointed by, reports to, and is responsible directly to the Board of Directors. Our desired candidate is a compelling spokesperson and proven leader with a track record in fundraising and managing people, operations and budgets. You are passionate about our mission to take Long Island back to its family farming roots and explore their relevance today. We are an over 40 year old organization who needs a leader that can take us to the next level. We are well-positioned for growth with a solid endowment, an engaged board of directors and a devoted staff.

About Hallockville Museum Farm

Located on the East End of Long Island, **Hallockville Museum Farm** is a 501(c)(3) nonprofit organization that relies on the generosity of our donors and volunteers to maintain and grow a 28-acre museum farm 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 the Depression Era. Hallockville serves as an educational resource for all age groups and its homestead is listed on the National Register of Historic Places and is a Riverhead Town landmark. Additional information can be found at www.hallockville.org

Position Overview

The *Executive Director* provides leadership across fundraising, management of staff, day-to-day administration, financial forecasting and budgeting, programming, community outreach, and marketing. He or she will have a solid understanding and care for the museum's collections and will be skilled at bringing HMF's history to the public in new and engaging ways. The core responsibilities are:

Fundraising/Communication

- Raise HMF's profile as an effective, enthusiastic spokesperson for the media, the community, donors, and the public, amplifying HMF's mission.
- Serve as chief fundraiser for the organization, working closely with the fundraising committee to cultivate sustainable relationships with major donors, foundations, and corporations, meeting fundraising targets and growing contributed income.
- Maintain a collaborative relationship with the board of directors and brings forth their best ideas, efforts, resources and contacts.
- Plan and manage public and private events.
- Drive a grant-funded planned adaptive reuse project of the 1938 Naugles Barn.

- Facilitate the integration of HMF into the fabric of the North Fork by effectively branding, marketing, and communicating our mission and programs.
- Maintain and expand HMF's relationships with local government officials and partner organizations to strategically enhance our programs and mission.

Budgeting/Finance

- Establish a financial strategy aligned with HMF's mission and goals that ensures fiscal responsibility, balanced budgets, attainable revenue projections, and continued financial growth.
- Develop, propose, and monitor the board-approved annual budget.
- Collaborate with accounting/audit staff/Treasurer/finance committee to oversee revenue/expense budgets, and financial reporting.
- Ensure staff and volunteers are clear on department budgets; ensure processes support proper and efficient tracking.
- Oversee all elements of Human Resources, including payroll, benefits, compliance.
- Oversee HMF's assets and investment portfolio in concert with the board of directors.

Management/Operations

- Lead development and delivery of continuing and new Museum public programs which deliver on the mission to take Long Island back to its family farming roots and explore their relevance today.
- Oversee museum collections and their interpretation.
- Contribute to and implement the long-term vision and business strategy supporting the mission and goals of HMF.
- Provide leadership; assumes primary responsibility for efficiency and impact in all operations areas.
- Inspire the staff, encourage teamwork, foster an environment that promotes excellence, open communications, efficiencies and the development of new ideas.
- Encourage community volunteers with compelling opportunities to assist in programs and events.
- Identify potential risks and opportunities to protect HMF's interests.
- Ensure HMF complies with federal, state and local statutes and regulations; operate according to best practices in keeping with HMF's mission.

Ideal Experience/Qualifications

- Minimum 5 years of senior-level management/leadership responsibility within a complex nonprofit organization with a budget of ~\$400K+
- Successful track record as a fundraiser with measurable results in identifying, cultivating, soliciting major donors, increasing corporate sponsorship, securing government support, and generating other sources of earned revenue.

- Strong financial management/analytical skills combined with a record of success in managing people, operations and budgets.
- A visionary with solid guiding principles and a commitment to transparency, accountability, diversity, and integrity, fostering an environment of belonging.
- An organized consensus builder with ability to prioritize the significance of issues and determine who to include in the problem-solving process.
- Able to effectively analyze/use data and measurable benchmarks in making timely decisions/setting direction.
- Personal commitment to the HMF mission.
- A superb communicator; verbal and written.
- Willingness to be accountable for results/transparent about success and shortcomings.
- A bachelor's degree at a minimum; a master's degree a plus.

Compensation/Benefits

The salary range is anticipated to be \$85,000 to \$95,000. This is a full-time, Monday-Friday, minimum of 40 hours per week in-person position located at 6038 Sound Avenue in Riverhead, NY. The ED is expected to be available for weekend and early evening work as necessary.

Salary offers are based on a wide range of factors, including relevant skills, training, experience and education. Market factors are also considered.

How to Apply

Applicants should email their resume and cover letter in PDF format to ExecDirector@hallockville.org with *HMF Executive Director* in the subject line. In order to be considered, applications must have cover letters addressing the candidate's fit with the key qualifications. Applicants should also be prepared to provide the names and contact information of 3 references that are familiar with the applicant's previous and/or current employment history.