

Position Announcement

Executive Director, Eastside Heritage Center

Bellevue, Washington

Position is open until filled. Applicants received by May 22, 2017 will receive first consideration.

The Eastside Heritage Center (EHC) is committed to preserving the past as it builds community and connects people with their heritage. In addition to maintaining and preserving the largest collection of artifacts, photos and archival material related to East King County, Washington, EHC focuses on sharing this collection with the community through exhibits, books, presentations and a wide variety of education programs, EHC produces the annual Bellevue Strawberry Festival, one of the largest annual community gatherings on the Eastside.

EHC is recognized as a central organization within the Eastside cultural community and is a leader among heritage organizations in the region. It enjoys a strong financial position and a reputation for professionalism in its collections care and programming. More information about EHC can be found at www.eastsideheritagecenter.org.

The Eastside Heritage Center has an opening for an Executive Director. This position provides day-to-day leadership of the organization and its staff, under the direction of the Board of Trustees.

Job Functions

Leadership

Develop and oversee program, organizational and financial plans.

Supervise staff (currently two full time and two part time positions).

Serve as the public face and spokesperson for the organization and liaison with community partners.

Maintain a working knowledge of significant developments and trends in the heritage and cultural field.

Development and communications

In partnership with the board, develop and implement contributed revenue programs, including grant writing, sponsorship solicitation and individual contributions.

Cultivate and maintain positive member and donor relations.

Ensure that EHC presents a consistent and accurate image by monitoring and/or creating all print materials and electronic communications.

Programming

Solicit active and broad participation by volunteers in all areas of the organization's work, and provide support and encouragement to those volunteers.

Actively participate in program planning and implementation and continuously seek new and creative ways to expand the organization's reach in the community.

Develop new earned income opportunities that generate revenue while fulfilling the organization's mission.

Oversee the coordination of the annual Bellevue Strawberry Festival.

Qualifications

Required

Bachelor's degree*

Five years' work experience with progressive increases in responsibility*

Experience with budget and financial management

Strong supervisory and/or teamwork experience

Strong written and oral communications skills

Preferred

Employment and/or substantial volunteer service with not-for-profit organizations*

Background in history, museums or other cultural field.

Fundraising experience

Familiarity with East King County

*A strong alternative combination of education, work and volunteer experience will be considered

To Apply

Email cover letter, resume, and salary history, as a single PDF file with your name in the file name, to: jobs@eastsideheritagecenter.org, with "Executive Director" in the subject line.

Resumes submitted by close of business May 22 will receive first consideration.