

Executive Director

- **Organization: The Millennium Group/ the Nelson Heritage Center**
- **Deadline: until filled**
- **Type: Part Time 30-35 hours/week**
- **College Degree Required: Yes**

- **Salary Range: \$30-35,000.00**

Mission

The Millennium Group is dedicated to promoting education, to preserving the culture and history of all citizens, and to providing social and cultural experiences for all of the community.

Overview

The Millennium Group, a 501(c)3 non-profit company, incorporated in April, 2004, is a membership-based, community organization. Under the direction of the Millennium Group Board of Directors, the Nelson Heritage Center is maintained for the purpose of providing a safe, supervised area for cultural, recreational and educational activities for the citizens of Nelson County, Virginia.

Situated minutes from the county seat, the spaces of this historically-rich, 1961 school building, deeded from the Board of Supervisors in August, 2013, are available for lease, community-wide.

- The rooms are term-leased as studios, offices and assembly.
- The auditorium and gymnasium are rented by the hour.
- The full-scale, commercial kitchen may also become available for lease.
- There is much anticipation for a substantial portion of the building to house the Nelson County Health Department in the near future.

The Millennium Group Board of Directors will work with the Executive Director to develop the community's use of the Nelson Heritage Center property and its participation in classes and events conducted on the premises. Fundraising for the restoration of the building and grounds, according to newly designed plans, will be a major undertaking for the Executive Director. Fundraising for sustaining the operations of the Nelson Heritage Center is an ongoing responsibility.

Summary of the Position

The Executive Director is responsible for the overall administration and development of the Nelson Heritage Center [NHC], including service programs, business operations, planning, and fundraising. With Board approval, the Executive Director will recruit volunteers and be authorized to enter into individual and small business contractual arrangements in order to carry out the work of the Center. The Executive Director reports to and works closely with the Board President and Executive Committee and supports other committees, as requested.

Primary Duties:

Provide leadership in the development of community activity programming that utilizes the facility and grounds to accomplish the following objectives:

- Establish an awareness; which enhances the use of the building and grounds for the greater benefit to and use by the community
 - Promote volunteerism to establish a network of instructors, event planners/organizers and administrative assistants
 - Partner with local, state, national/other organizations and clubs to sponsor activities that use the building and grounds
-
- **Create administrative policies and standard operating procedures for all tasks and functions of the daily operations of the organization.**
-
- **Serve as the liaison to implement Board-driven initiatives.**
 - Remain apprised of building renovations and grounds improvements and report to the Board
 - Assist Treasurer in development of business plan(s)
 - Organize a capital campaign to secure funding for building renovations
 - Assure the maintenance and expansion of membership
-
- **Establish and maintain relationships with various organizations to strategically enhance the organization's mission**
-
- **Secure and account for funds to sustain NHC operations and personnel**
 - Maximize sources of income through short and long-term building space leases and activity/event programming fees
 - Assist Treasurer in development of the operational budget, production of financial statements, monitor income and expenses in relation to the budget.
-
- **Serve as the chief public relations and communications officer**
 - Along with the President, represent the organization to the public
 - Assure monthly newsletter productions
 - Recruit public relations assistance in promoting and advertising events
 - Assure that the website is properly maintained
-
- **Provide initiative and accountability for achievement of defined goals to the Board of Directors**
 - Create long range plans and annual goals to achieve the outcomes defined by the Board
 - Lead the organization in strategic planning and plan implementation
 - With the Board President, develop monthly meeting agendas
 - Report on activities monthly to the Board

Qualifications and Competencies

- Education:
 - Bachelor's degree;
 - Graduate degree preferred
- Experience:
 - Five or more years of experience in both management and development positions. Prior experience in an executive director or deputy director position preferred.
 - Previous experience in a non-profit organization is a plus
- Knowledge/skills:
 - Ability to work with volunteers
 - Understanding the role and responsibilities of a volunteer board
 - Knowledge of fund development process and proven ability to plan and implement a fund development program, including annual appeals and capital campaigns.
 - Proficiency in writing and administration of grants
 - Ability to develop and administer budgets
 - Initiative and leadership in guiding the organization to achieve its goals
 - Professional appearance and presentation skills
 - Computer literacy including Microsoft Office, familiarity with data management, fundraising software and websites is highly desirable
- Other:
 - Must have a valid driver's license and reliable transportation.
 - Must be able to work onsite, have flexible hours, in order to attend various functions at the Center.

To Apply: Please submit a cover letter detailing your experience related to the Primary Duties, along with your resume, to Edith Napier at 3424dw@gmail.com. Position open until filled. Please include 3 references and their contact information. References will only be contacted after an initial interview.

Equal Employment Opportunity Statement

The Millennium Group is an equal opportunity employer, valuing diversity, equity and inclusion. Our policy is to comply with all federal and/or state laws regarding equal employment opportunity as they relate to employees and applicants for employment. Accordingly, personnel decisions are made without regard to race, creed, color, religion, national origin, age, sex, disability, marital status, sexual preference or veteran status.