



Job Description

EXECUTIVE DIRECTOR

The Executive Director of Historic Camden is appointed by and reports to the Historic Camden Foundation Board of Trustees. The main duties include:

- Oversight of the day-to-day operation of a museum with 20,000 annual visitors and two campuses.
- Management of all activities, staff/volunteers, and financial matters at the Broad Street Campus and the Camden Battlefield and Longleaf Pine Preserve.
- Development of financial resources and partnerships to support the museum's operations and capital projects.
- Development and management of major new partnerships and operational changes with the new Revolutionary War Center and Camden/Kershaw County Visitors Center, and at the Battlefield.

Hours: Full-time, salaried, FLSA-Exempt position. Regular 40 hours per week minimum, plus weekend or evening work as needed.

Skills:

- Ability to plan, and successfully implement plans. Adaptation, problem-solving, organization, time management and flexibility needed.
- Ability to represent Historic Camden in a professional and positive manner for a variety of audiences and situations.
- Ability to manage a non-profit business with a small staff and Board, both delegating responsibilities and working as a team. Collaborative with staff and external partners.
- Ability to sell and fundraise. Grant writing and management experience is a plus.
- Excellent communicator and good writer. Understanding of marketing.
- Ability to budget, analyze and produce financial reports.
- Proficiency with computers, social media, and MS Office suite. Experience with Quickbooks preferred.

Note: Ability to walk around our large outdoor museum site at all times of the year, walk up and down stairs, and occasionally carry up to 30 pounds required. All Historic Camden staff are subject to a background check.

Experience and Education Preferred:

- Bachelor's degree or higher.
- 3+ years of management in a business, non-profit, or multi-employee department.
- 3+ years of fundraising, grant-writing, sales, or other related experience.
- Experience in museums, parks, libraries, tourism areas, or similar institutions is a plus.
- Current resident of Kershaw County or willingness to relocate is a plus.
- Valid driver's license and car needed.

Compensation: \$55,000/yr and paid annual leave. Full position description is available upon request.

*Please send résumé, cover letter, and any other supporting documents to Historic Camden by **June 1, 2019**. Email preferred: Halie@historicc Camden.org. Or mail applications to Historic Camden, P.O. Box 710, Camden, SC 29021.*