



Position Announcement Executive Director

About Willamette Heritage Center: The mission of Willamette Heritage Center is to connect generations by preserving and interpreting the history of the Mid-Willamette Valley. Created in 2010 by the merger of Marion County Historical Society and Mission Mill Museum Association, Willamette Heritage Center fulfills its mission through tours, exhibits and maintenance of extensive archives. The 5-acre campus holds 15 historic structures that tell the story of Oregon before statehood, Oregon textile heritage, the people and places of Marion County, waterpower, and the railroad.

Job Definition

The Executive Director is the chief executive officer of the Willamette Heritage Center (WHC). The Executive Director reports to the Board of Directors and is responsible for the organization's consistent achievement of its mission and financial objectives.

Supervisor: Board of Directors

Core Responsibilities

- Assures that WHC has a long-range strategy that allows it to make consistent and timely progress toward achieving its mission.
- Provides leadership in developing program, organizational, and financial plans in collaboration with the Board of Directors and staff. Carries out plans and policies authorized by the Board.
- Maintains sound financial practices and ensures that adequate funds are available to permit WHC to carry out its work. Works collaboratively with the Development Director to maximize fundraising opportunities, including individual contributions, corporate contributions, grants, and special events.
- Works with staff, Finance Committee, and the Board to prepare a budget and see that the WHC operates within budget guidelines.
- Maintains a climate that attracts, retains, and motivates a diverse staff of top-quality people. Takes final responsibility for recruitment, employment, and release of all personnel, including paid staff and volunteers.
- Promotes WHC to agencies, organizations, and the public. Establishes sound working relationships and cooperative arrangements with community groups and organizations, government agencies, and committees.
- Works with Curatorial and Education Department to ensure the success and high visibility of all museum-related offerings, including education, exhibits, collections, events, programs preservation, and publications.
- Works with the Director of Operations to maximize the use, maintenance, and general appearance of the museum complex.
- Works with the Director of Development and the Board of Directors to create, strategize and execute a development plan that will secure the assets necessary to operate Willamette Heritage Center.



- Supports the Board of Directors in setting policy, providing strategic direction and fundraising.
- Serves as ex-officio member of the Executive Committee, the Board of Directors, and all standing committees. Attends their meetings and reports on WHC activities.

Qualifications and Skills

- Commitment to the mission of Willamette Heritage Center.
- Minimum of a bachelor's degree; advanced degree preferred.
- Three or more years of senior management experience preferably with a nonprofit organization.
- Ability to attract, retain and motivate talented staff; strong team-building skills.
- Leadership and management of a diverse group of people; board, volunteers, renters and the public.
- Excellent written and verbal communication skills.
- Ability to prepare and administer a budget.
- Goal setting and long-range planning processes.
- Fund raising experience, including corporate giving, individual solicitation and grant writing.
- Marketing savvy that creates interest in the mission and in sponsorship opportunities.
- Strong commitment to the goals of the Willamette Heritage Center, including increased community involvement, increased visitor enjoyment, excellent preservation and maintenance of WHC's historic treasures, diverse funding sources and greater annual revenues.
- An interest in history and education.
- Ability to delegate and supervise.
- Ability to lead strategic planning.
- Demonstrated ability to coordinate with project manager on large capital projects
- Mastery of office software including Word, Powerpoint and Excel.
- Personal integrity.
- Sense of humor

Terms of Employment and Compensation: The annual salary for this full-time, exempt position is \$70,437 - \$91,904 based upon experience. Benefits include health insurance including vision and dental, retirement plan, flexible spending account and paid time off.

Willamette Heritage Center is an equal opportunity employer. All qualified persons will be considered for employment without regard to gender, race, religion, age, disability, national or ethnic origin, gender identity, sexual orientation, veteran's status or any other protected status in accordance with local, state, and federal law.

How to Apply: Please submit a cover letter and resume to James K. Phelps, Interim Executive Director, at jamesp@willametteheritage.org or mail to Willamette Heritage Center, 1313 Mill Street SE, Suite 200, Salem, OR 97301. For full consideration, apply by Monday, October 1. Position open until filled.