

Vaughan Homestead Foundation Seeks Program Director

The Vaughan Homestead Foundation is a non-profit organization dedicated to preserving and interpreting the Vaughan Homestead and Woods for their historical, cultural and environmental values, and to making these resources relevant and accessible to residents of Hallowell, Maine, and visitors from the region and beyond. As part of its recently completed Strategic Plan, the Foundation is creating the new position of Program Director to help establish and deliver a public outreach and education program, and expand community involvement and support. The Program Director is a year-round, salaried position of approximately 40 hours/week. Occasional evening and weekend work is required. The Program Director reports to the Foundation's Executive Director. **Desired Skills and Qualities:** College degree and several years of work experience. Excellent writing and communication skills required. Grant writing, community fundraising and membership development experience strongly preferred. Ability to juggle multiple priorities, excellent organizational skills, attention to detail. Desirable experience/knowledge: familiarity with the Hallowell community and Kennebec region; print and social media, web skills; land conservation and and/or historic preservation; and volunteer coordination. **Responsibilities include:**

1. Research grant opportunities; serve as lead staff person in developing and drafting proposals, administering grants and communicating with foundations and other institutional funders.
2. Develop a diverse base of membership support.
3. Work closely with the Foundation's Executive Director to develop and deliver a variety of public programs that fulfill VHF's mission and vision. Oversee development of an annual calendar of activities; coordinate logistics, budgets, advertising/media, post-event evaluations, etc.
4. Coordinate volunteer activity at VHF. Work with staff, board and committees to identify volunteer needs: recruit, train, schedule, recognize and celebrate volunteer involvement.
5. Coordinate utilization of VHF buildings and grounds. Ensure public and private events are well planned, scheduled and carried out to avoid conflicts and ensure that VHF resources is respected and preserved. Work with board and staff to establish fee scale and use policies.
6. Work with the Executive Director to develop a positive public profile for VHF in the greater Hallowell community and Kennebec region. Represent VHF at events, write and produce publications, press releases, identify sponsorship and partnership opportunities, provide website content, and prepare other public materials. Use a consistent image for VHF across different mediums.
7. Develop and fill internship and volunteer opportunities with area students and schools.
8. Serve as in-house technology point-person for basic needs, bringing in outside expertise as needed. This includes computers, copier, camera, scanner, answering machine, etc.
9. In coordination with the Executive Director, provide regular communications and updates to the board on VHF activities to keep them informed and engaged. Attend board meetings as requested.

Salary range: Low 30s. At this time, benefits include paid vacation, federal holidays and sick time.

To apply: Qualified candidates are asked to electronically send a cover letter, resume and three references with contact information to the Vaughan Homestead Foundation Search Committee at vaughanhomesteadfoundation@roadrunner.com. **Applications must be received by Friday, January 20, 2012.** The Vaughan Homestead Foundation, #2 Litchfield Road, Hallowell, Maine 04347