

POSITION PROFILE

Director of the Patton Homestead Town of Hamilton, MA

Background:

In 2012, Joanne Holbrook Patton gifted to the town of Hamilton the Patton Homestead at 650 Asbury St. The gift comprised 27 acres of land bordering the Ipswich River and included the former home of General George S. Patton and Major General George S. Patton. Information about this gift can be found at the Hamilton website – [www.hamiltonma.gov/AboutHamilton/Patton Homestead & Archive](http://www.hamiltonma.gov/AboutHamilton/PattonHomestead&Archive).

The Town of Hamilton has an immediate need for a dynamic, experienced part-time Director who will be responsible for fundraising and the operations of the Homestead. This first-time position is an exciting and unique opportunity to lead and become engaged in the process of developing public programming and scheduling events at the Homestead. While the Homestead is currently undergoing upgrades and renovations to support interior use of the building, the exterior grounds are available for rental.

The Vision for the Homestead is *“The Patton Homestead is a historic place where families, the community and Veterans enrich their lives. They do so through cultural events, seasonal festivals, military focused programming, Veterans’ gatherings, social events and retreats.”*

Position Summary:

Reporting to the Director of Planning & Inspections the position will work closely with the Town Manager, the Director of Public Works and the President of Patton Homestead, Inc. a local nonprofit established to plan for the future of the Homestead. The primary responsibility of the Director during the start-up phase is to conduct fundraising. The Director is also responsible for overall strategic planning and day to day operations of the Homestead’s programs and events. S/he will initially develop deep knowledge of prospect donors, fundraising and grant opportunities, local nonprofit partners and collaborators, and potential events for the community and others to enjoy the property.

Hours per week: TBD. Starting Salary Range \$32.25 - \$33.56. Open Until Filled.

Please submit cover letter and resume to townmanager@hamiltonma.gov. Questions may be directed to the Town Manager, Michael Lombardo at the above email or by calling 978-626-5201.

TOWN OF HAMILTON, MA

DIRECTOR OF THE PATTON HOMESTEAD

Department	Town Manager
Reports to:	Planning Director/Town Manager
Position Status:	Non-Exempt
Weekly Hours:	TBD
Salary Classification:	Grade 12

Position Summary/Purpose:

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Supervision:

Supervision Received: Works under the general direction of the Planning Director following professional standards, procedures and policies.

Supervision Given: Recruit, train and supervise volunteers and hire hourly, temporary event staff.

Essential Job Functions:

Fundraising:

- Develop and implement a plan for fundraising in conjunctions with the Patton Homestead Inc Board of Directors. The plan will include a time-line for solicitations, mailings, one-on-one visits, grant deadlines, fundraising events, etc. Once approved, the Director implements the plan.
- Conduct prospect donor research (individual/foundation/corporate); plan, organize and solicit major donations; establish and maintain contacts with individual and corporate donors; build relationships with foundations, and coordinate affiliated support from groups as appropriate.
- Identify, plan and execute targeted fundraising efforts and fundraising events to support operations, programming and future capital improvements at the Homestead.
- Research and apply for grants that will provide financial stability and growth as well as program development; responsible for handling all aspects of grants including final reporting.

Outreach and Marketing:

- Seek, develop relationships with and work cooperatively with community partners; network with other organizations to gain knowledge and ideas of ways to maximize the use of the property and act as a liaison to those organizations.
- Seek and coordinate speaking opportunities to promote the Homestead use and rentals.
- Establish a relationship with appropriate local and regional media to ensure that exceptional marketing and public relations occurs.
- Oversees the development of an annual marketing plan to promote Homestead rentals and use including press releases and social media; direct the production of brochures, signs, press releases, newsletters and other necessary documents.

Operations:

- Administer the day-to-day operation of the Homestead; manage all aspects of events held at the Homestead including relationship with contract vendors; utilize the Town of Hamilton Use Policy and related Fee Schedule to schedule events; respond to requests for tours of the property and provide tours; schedule temporary staff for events.
- Identify and draft necessary policies and procedures to achieve an efficient operation.
- Provides assistance to establish, operate, and support committees and subcommittees as needed.

Finance:

- Contribute to the development of an annual budget.
- Communicate financial status to the Directory of Planning and Inspections as requested.

Minimum Requirements:

- The position requires excellent knowledge of and ability in fundraising, marketing, branding and operations.
- Demonstrated track record in soliciting and securing funding, including fundraising and grant-writing.
- Demonstrated ability to lead and work collaboratively with all sectors of the community.
- Excellent written and verbal communication skills; a persuasive and passionate communicator.

- Excellent interpersonal skills.
- Passion, integrity, positive attitude, mission-driven, and self-directed.
- Bachelor's degree with coursework, or equivalent experience, in any of the following: management, financial management, public administration, business, fundraising. Advanced degree preferred.

Desired Professional Qualifications & Experience -

- Minimum two years senior level non-profit management experience.
- Specific examples of having developed and executed strategies for a startup or that have taken an organization to the next stage of growth.
- Demonstrated strong (or understanding of) marketing, public relations, and fundraising experience.
- Knowledge of and experience in developing successful fundraising strategies and donor relations unique to the non-profit sector.
- Grant writing knowledge and experience.
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills.
- Ability to interface and engage with diverse volunteer and donor groups.
- Self-directed, action-oriented, adaptable, and innovative.
- Past success working with a board of directors with the ability to cultivate existing board member relationships.
- Strong computer, social media, and web site skills.

Work Schedule –

Work may include evenings, weekends and holidays

Physical Demands:

- Ability to move about the buildings and grounds, occasionally in poor weather conditions, and access all levels of the facility.
- Frequently moves boxes, furniture, and equipment weighing up to 30 pounds about the property for various functions and events.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			
Other- Insects/nature			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing and balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Smelling	X			
Bending, pulling, pushing		X		
Other-Driving			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)		X		