

TOWN OF HAMILTON, MA

DIRECTOR OF THE PATTON HOMESTEAD

Department	Town Manager
Reports to:	Town Manager
Position Status:	Non-Exempt
Weekly Hours:	37.5
Salary Classification:	Grade 10 in the Town of Hamilton Wage Grid

Position Summary/Purpose:

Reporting to the Town Manager, The Director of the Patton Homestead will work with the Director of Public Works, the President of Patton Homestead, Inc. a local nonprofit and the Wenham Museum, the property's main tenant, to plan for the future of the Homestead. The primary responsibility of the Director during the start-up phase is to promote the Patton Homestead to any members of the public who might be interested in using the facility, initiate and oversee activity on the property, ensure reasonable public access, public programming and use of the facility and to help the Patton Homestead Inc. in their efforts to make the Patton Homestead a self-sustaining asset of the Town of Hamilton. The Director is also responsible for overall strategic planning and day to day operations of the Homestead's programs and events and developing an achievable plan for revenue generation, including the Patton Homestead Inc.'s fundraising, grant writing and rentals of the facility for events and programming. This may include some evening and weekend hours, when the facility is to be rented out and will include the development and implementation of plans and policies for staffing such events. This position is viewed as a key component of the public-private partnership managing the Patton Homestead going forward.

The Patton Homestead also serves as the current home of the Patton Archives, a collection of family and military heirlooms, papers, photographs and works of art connected to the Patton family. The collection was granted to and is managed by the Wenham Museum, who are tenants of the property, so the director will have to work closely with the museum staff as both a collaborator and landlord.

Supervision:

Supervision Received: Works under the general direction of the Town Manager and with the town's other department heads and partners, following professional standards, procedures and policies.

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

Essential Job Functions:

Fundraising:

- Assist in implementing a plan for fundraising in conjunction 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.

- Identify, plan and execute targeted promotion of the facility and revenue generation efforts and 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, in collaboration with the Patton Homestead Inc.

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 coordinate 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 Town Manager and Finance Director as requested.

Proposed Salary

- Position is proposed and funded to be a Grade 10 in the Town of Hamilton Wage Grid, or approximately 37.5 hours per week at between \$29.43 - \$30.62 per hour.

Minimum Requirements:

- The position requires excellent knowledge of and ability in event logistics and planning, marketing, branding and operations.
- Demonstrated track record in soliciting and securing funding, including grant-writing.
- Demonstrated ability to lead and work collaboratively with all sectors of the community.
- Demonstrated ability with and understanding of social media outreach and networking.
- 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 understanding of marketing, public relations, and fundraising with grant-writing 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, but work schedule will be flexible with prior approval of the Town Manager.

Physical Demands:

- Ability to move about the buildings and grounds, occasionally in poor weather conditions, and access all levels of the facility.
- Ability to lift boxes, furniture, and equipment weighing up to 30 pounds.

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		