



Heritage Sylvania  
5717 Main Street  
Sylvania, OH 43502  
[www.sylvaniainhistoricalvillage.org](http://www.sylvaniainhistoricalvillage.org)

## **Heritage Sylvania**

### **Job Description: Director**

**Position reports** to Heritage Sylvania Board of Trustees

**Full time/Salary:** Some evenings and weekends expected

**Starting Pay Range: \$40,000 - \$45,000**

Heritage Sylvania is a nonprofit history and education organization that manages several historic properties in Sylvania, Ohio. Its mission is to preserve and present the history of our past to inform the present and guide our future. The Director is responsible for overseeing the day-to-day operations of three historic sites in Sylvania, promoting the organization to attract new audiences and increased foot traffic, and working with the board to set future goals and projects to support the organization's mission and vision.

### **Responsibilities include but are not limited to:**

- 1) Oversee day-to-day management and preservation of 12 historic buildings including but not limited to: general housekeeping, opening and closing of buildings, coordinating maintenance and repair work, keeping up on yearly inspections of systems, and working with City of Sylvania and outside contractors for on-going upkeep and new projects.
- 2) Manage membership and development efforts including contact management, grant writing, fundraisers, direct communication with donors and members and report and data management.
- 3) Oversee school programs onsite at the Historical Village and Lathrop House and off site with an emphasis on continuing to grow and adapt the programs to meet the current and future needs of students and teachers.
- 4) Seek new funding sources including partnerships, grants, and sponsorships.
- 5) Work with the Board to create development and fundraising campaigns and events.
- 6) Work with staff to create new sources of revenue including new programs, merchandise and product sales and new events.
- 7) Work with the Board on Capital Fundraising Campaigns.
- 8) Work with the Board and City of Sylvania to set yearly budget.
- 9) Work with area school districts and centers of higher learning to promote programs, field trips and internship and volunteer opportunities.
- 10) Handle day- to-day financial matters including paying bills, recording transactions, handling deposits and creating and managing invoices.
- 11) Recruit, hire, train and schedule a staff of paid employees and volunteers.
- 12) Promote a positive work environment through intentional communication, positive reinforcement and engaged listening with staff and volunteers.
- 13) Process bi-weekly payroll and maintain employee records.
- 14) Work closely with the Archives team to create new and revolving exhibits and facilitate collections care.
- 15) Serve as property manager on behalf of the City of Sylvania for three rental properties including seeking renters, creating leases, coordinating repairs and maintenance, handling rental income and communicating regularly with tenants.
- 16) Represent Heritage Sylvania throughout Northwest Ohio as speaker and promoter.

- 17) Work with key Sylvania and regional organizations on events and partnerships and continually seek out new mutually beneficial partnerships and collaborations.
- 18) Represent Heritage Sylvania at downtown organization meetings including Sylvania Chamber and Red Bird Sylvania meetings.
- 19) Handle all promotion including print, digital and social media. Serve as the media representative for Heritage Sylvania.
- 20) Communicate effectively with City of Sylvania Administration and City Council on a regular basis.
- 21) Assist Board President with monthly board meetings and prepare monthly reports for the board.
- 22) Attend to concerns, questions and comments from public and other constituent groups as they arise.

**Skills Required:**

- 1) Ability to work independently and multi-task.
- 2) Previous experience in development, museum management, marketing or a related area a plus.
- 3) Confident user of Microsoft Office products and other computer applications as well as a variety of social media platforms.
- 4) Must prioritize community engagement and partnerships.
- 5) Excellent oral and written communication skills including public speaking.
- 6) Must enjoy working directly with the public from young children to senior citizens.
- 7) Must be able to manage budget and expenses.
- 8) Must be flexible and handle issues as they arise.
- 9) Must be able and willing to do general housekeeping, set-up and clean up.
- 10) Ability to communicate effectively with a variety of constituent groups
- 11) Ability to work in a team setting.
- 12) Ability to manage projects.
- 13) Must be able to maintain accurate records.
- 14) Must be flexible and able to work under a variety of weather conditions including heat and cold.
- 15) Must be able to lift at least 50 pounds, be able to stand and bend for periods of time and climb stairs as needed.

*Heritage Sylvania is an equal opportunity employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual/gender orientation or age.*