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## **Old Stone House Museum**

## **Job Description**

**TITLE:** Assistant Director

**REPORTS TO:** Executive Director

**CLASSIFICATION:** Non-exempt, full time May-October, part-time November-April

### **BASIC FUNCTION:**

The Assistant Director oversees daily operations at the Museum and in the Museum Shop, as well as provides administrative and database support for development, marketing and membership. Works closely with Executive Director to create and implement consistent development and marketing strategies. Represents and acts for Executive Director in her absence.

Full-time: Wednesday-Sunday from May-October, assists Executive Director with daily operations and specifically responsible for

- assisting with database and administrative support
- opening and closing of Museum and Gift Shop
- greeting public and assisting customers in gift shop
- coordinating volunteer and intern schedule and assignments
- helping to oversee general operations

Part-time: Monday-Friday from November-April, assists Executive Director in strategic planning and implementation of development, membership and marketing initiatives.

### **Development:**

- Oversees Annual Appeal Campaign October-January
- Enters gifts into E-tapestry database and generates gift acknowledgements.
- Prepares and maintains spreadsheets of annual and special appeals, generating reports for Director and Board.
- Maintains updates donor file.
- Organizes mailings and special appeals, including Town Appropriations.
- Assists with fundraising events as needed.
- Researches donors and possible funding sources.
- Keeps updated list of volunteers and schedule volunteers.

### **Marketing and Communications**

- Assists with production of postcards, fliers and signage, using Adobe InDesign and other graphic design tools. Ensures timely creation, printing, and distribution of written materials.
- Edits and produces monthly e-newsletter. Tracks and reports web and e-news statistics.
- Manages Facebook page, providing new material as directed.
- Oversees updates to website.
- Coordinates press releases and calendar listings for newspapers and print publications.

### **Membership:**

- Oversees corporate membership appeal January-March
- Oversees individual membership campaign March-June
- Processes new and renewing memberships.
- Maintains membership records in E-tapestry database.
- Researches new member benefits and suggests changes.
- Assists with planning and implementation of member events and programs as needed.
- Prepares mailing lists. Coordinates & manages bulk mailings.