

Assistant Director Full time/salary. The Mount Desert Island Historical Society is looking for a full time, year round Assistant Director (AD) to oversee the day-to-day management of the organization. The AD will work closely with the Executive Director to support the mission, help the organization grow, and advance the strategic plan. The AD will work with the public and schools to share island history, manage the donor and membership database, oversee maintenance and contracts for the two campuses, provide administrative services for the organization and general public, support the production of *Chebacco*, the Society's annual journal, and manage all correspondence and bulk mailings. The AD will report to the Executive Director, and work closely with the other members of the team.

Salary: \$48,000/annual, plus \$3,000 annual benefit and additional bonus, paid time off and paid federal holidays. The position generally works Monday through Friday, 9:00-4:00, with some evening and weekends required. No health care or other benefits are available. The AD will be based at the Sound schoolhouse, with some work from home options available. To apply, please send a resume and cover letter with three references to Raney Bench, raney@mdihistory.org.

Responsibilities: Working in close partnership with the Executive Director and board, the Assistant Director will lead increased public outreach and in-person programs, work with island schools to promote history education and primary source documents, support donor cultivation and stewardship, manage the donor database, campuses, and bulk mailing. The Assistant Director will help advance the strategic plan, working with the board and volunteers to promote island history.

Responsibilities Include:

- Work with the Executive Director, Community Outreach Coordinator, historians, and teachers to plan and present a variety of public programs for general audiences and with island schools -
- Provide reception and central point of contact for the public and researchers at the schoolhouse -
- Manage correspondence
- Manage donor database and donor communications
- Manage office organization and general office management
- Manage membership and donations, including entering records, gifts, and updates into the database, membership drive and other bulk mailings including *Chebacco* (with support from Finance Manager and team)
- Provide event logistical support including invitations, mailings, and RSVPs for events - Support committees and task forces including sending reminders and agendas and hosting Zoom meetings (shared with committees and Executive Director)
- Campus management, oversee major projects, upkeep and repairs, contractors, and schedule for use of facilities on the two campuses including seasonal staffing, scheduling, and supervision -
- Manage information systems infrastructure and tech assistance

Qualifications:

- Experience working with donor software and databases, Little Green Light experience preferred -
- Excellent written and verbal communication skills
- Friendly and a team player
- Microsoft suite and Google Workspace

- Comfortable with public speaking and experience coordinating public programs
- Established background working with the public and supporting the island community - Experience coordinating and producing bulk mailing, correspondence with donors and members, and recording donations into donor software
- Experience managing people and/or volunteers
- Experience overseeing contractors
- Must be able to lift 30 pounds