**EXECUTIVE DIRECTOR—THE SALISBURY ASSOCIATION**

**About the Salisbury Association**

Formed in 1902 to promote the best interests of the Town of Salisbury and to protect the Town’s national attractions, the Salisbury Association is a thriving non-profit organization in Salisbury, Connecticut. Today, the Salisbury Association accomplishes its mission through three committees: Land Trust, Historical Society and Community Events. The Land Trust protects the town’s beautiful landscape and natural resources through land conservation, the Historical Society preserves and presents Salisbury’s history through exhibits and displays of historic artifacts and Community Events sponsors such events as the annual Fourth of July celebration, the Fall Festival, Holiday Concert and other gatherings. The Association offers a wide variety of programming, often in cooperation with other local organizations. It operates out of the Academy Building in Salisbury, CT.

**Executive Director Position**

The Salisbury Association seeks a new Executive Director with responsibility for overseeing the administration, operations, programs and communications of the Association. Other key responsibilities include fundraising, publicity and public relations. The Executive Director reports directly to the Board of Trustees through the Association President. The ideal candidate will have strong administrative skills, excellent oral and written communication ability, strong attention to detail, the ability to multi-task, a customer service orientation and an interest in history, land conservation and community events. This position is part-time at 25 hours per week with a salary commensurate with experience. The Executive Director will be expected to attend all meetings of the Board of Trustees and some committee meetings. Attending some events in the evenings and on weekends may be required.

**Key Responsibilities**

1. Oversee the day-to-day management and administration of the Salisbury Association, including the Academy Building and staff.
2. Develop and implement a multi-year calendar for events, programs, exhibits and activities.
3. Ensure the timely flow of information among the three Association committees, the Board of Trustees and Association President.
4. Manage publicity and public relations using multiple channels, including social media.
5. Oversee fundraising efforts and maintain donor data base.
6. Assist the Board of Trustees in accomplishing its multi-year strategic plan as well as the annual goals for the Association and its committees.

7. Represent the Salisbury Association effectively within the community.

8. Attend all Board of Trustees meetings and some committee meetings.

9. Other duties and responsibilities as assigned by the Board of Trustees and Association President.

**Skills and Qualifications**

1. Excellent organizational, administrative, and financial skills.
2. Excellent ability to work independently and multi-task.
3. Excellent oral and written communication skills
4. Excellent ability to cultivate and manage staff.
5. Experience in publicity, public relations and fund raising.
6. Familiarity with IT software, database management systems, website management and social media platforms.

7. Skilled at interacting with a variety of audiences.

8. A Bachelor’s degree or experience in non-profit management preferred.

**Terms of the Executive Director Position**

1. 25 hours per week are required.
2. In addition to the 25 hours, some weekends and nights may be required to attend Salisbury Association Board and Committee meetings and Association programs, exhibits, events and activities.
3. Hybrid work schedule available, with flexibility to work both on-site at the Academy Building and remotely.
4. The Association provides three weeks of paid annual leave.
5. Salary range is $40,000 to $50,000, commensurate with experience.

**To Apply:**

Qualified candidates should submit a cover letter and current resume to [edsearch@salisburyassociation.org](mailto:edsearch@salisburyassociation.org)

Review of applications will begin April 21; the process will remain open until the position is filled. References will be requested during the interview process. A background check will be required.