



Organizational Summary:

Friends of Auburn Heights (FAH) is a 501(c)(3) nonprofit that operates the Marshall Steam Museum (MSM) in Auburn Valley State Park (AVSP), located in Yorklyn, Delaware. Our mission is to educate the public about early American life and steam transportation, preserve historic technology, and advocate for AVSP.

FAH works in partnership with Delaware State Parks to protect and preserve the park's land, structures, and collections through community involvement, fundraising, and educational programs.

Position Summary:

The Executive Director (ED) will lead FAH, manage staff and volunteers, and support the Board of Directors. The ED will guide FAH into a new phase of community engagement, collections stewardship, and continued financial sustainability. Responsibilities include overseeing operations, fundraising, advocacy, and public relations.

Salary Range:

\$80,000 - \$85,000

Status: Exempt; Full-time (40 hours/week)

Reports to: FAH Board President

Work Conditions: Hybrid (on-site 4 days/week)

Supervision: Manager of Programs and Events and Office Manager

Duties/Responsibilities:

Leadership:

Executive Director Search 2025

- Lead FAH and manage staff and volunteers.
- Collaborate with the Board to develop and implement FAH's Strategic Plan.
- Monitor success and adjust strategies as needed.
- Ensure compliance with laws and best practices.

Government Relations:

- Advocate FAH as a cultural resource to government agencies.
- Act as liaison with the Division of Delaware State Parks.

Member & Volunteer Relations:

- Recruit and retain FAH members and volunteers.
- Develop a volunteer recognition program.

Communications:

- Share FAH's mission and activities with the community.
- Develop marketing strategies to increase visibility.
- Represent FAH at public events and in media.

Financial Oversight:

- Manage FAH's budget and ensure financial accountability.
- Lead fundraising efforts and coordinate grant applications.
- Build and maintain relationships with donors and funders.

Community & Audience Engagement:

- Oversee educational programs and events.
- Support staff and volunteers to enhance visitor experiences.
- Cultivate partnerships with local organizations, schools, and government entities.

Collections Management:

- Enforce collection policies and support collections management.

Education & Experience:

- **Required:** Bachelor's degree.
- **Preferred:** Master's in museum studies, nonprofit management, or history.
- **Experience:** 5+ years in nonprofit or museum management, strategic planning, budgeting, and fundraising.

Skills & Abilities:

- Proficiency in financial software (e.g., QuickBooks).
- Expertise in the Microsoft Suite (Word, Excel, PowerPoint, & etc.).
- Experience with marketing, publicity, and social media.
- Experience with fundraising.
- Ability to work weekends and evenings.
- Valid driver's license.

Personal Attributes:

- Passion for FAH's mission.
- Ability to set and achieve long-term goals.
- Independent problem solver with adaptability.
- Strong delegation skills.

Working Conditions & Physical Requirements:

- Occasional weekend and evening work for events. Seasonally dependent.
- Physical activities include standing, lifting, walking, and interacting with machinery.

First Year Vision:

The ED will implement the 2045 Strategic Framework, focusing on increasing awareness and engagement, nurturing relationships with staff and volunteers, and upgrading fiscal and fundraising structures.

Compensation & Benefits:

- Salary: \$80,000 - \$85,000, with a performance bonus.
- Benefits: Health insurance (with dental and vision options), Simple IRA (with employer match), paid time off, flex time, and federal holidays.

How to Apply:

Provide PDF copies of your resume and a cover letter addressing your experience strategically leading organizations, fundraising, and community engagement.

Please email materials to Katie Singh, admin@aubernheights.org, with the subject line "Executive Director." No phone calls, please. For best consideration, please submit by May 7. The search will remain open until filled.

Interviews will commence with a preliminary 15-minute phone screen, and we anticipate that formal interviews will begin in May with a 30-minute staff-focused Zoom conversation and then an in-person 60-minute search committee meeting. (Candidates invited to the final interview will receive money to assist with travel.) Flexible, but ideal start date is late Summer or early Fall 2025.

FAH is committed to equal opportunity and complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The FAH does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, genetic information, or veteran status in its processes, educational programs and activities, and employment practices.

No one candidate will be perfect for this job. Please apply even if you do not meet all of the qualifications.