

**Executive Director
Crossroads of the American Revolution Association**

Position Announcement

The Crossroads of the American Revolution Association is seeking an experienced, results-oriented Executive Director to build awareness for and promote preservation of the Crossroads of the American Revolution National Heritage Area (NHA). The ideal candidate must have a strong interest in the advocacy and advancement of historic and cultural resources and will have demonstrated experience in heritage resource advocacy, public relations, economic and community development, or planning.

The Executive Director will develop partnerships with the board, partners and other stakeholders to raise the NHA's visibility and promote collaboration. The Executive Director's initial priorities will be guided by the NHA's recently developed management plan and include raising awareness of the NHA and Association, developing collaborations among partners, and ensuring the Association's fiscal stability. Key tasks will include:

- Institute a clear and consistent Crossroads branding and marketing plan;
- Develop a comprehensive strategy to effectively communicate Crossroads activities and issues among the board, federal state and local government agencies, not-for-profit organizations, historic sites, and the preservation community in general;
- Develop collaborative working agreements and grant programs that empower partners, including historic sites in the NHA, to undertake activities that further the NHA mission;
- Develop and implement a fund development plan to increase both earned and contributed income;
- Work with the Board of Trustees to enhance board representation of relevant interests in the NHA and to strengthen the board's capacity to govern strategically and effectively.
- Work with the board to develop staff positions crucial to the accomplishment of the Association's objectives.

The successful applicant will have a record of developing and prioritizing program objectives; achieving results in an efficient and timely manner; building partnerships with public and private entities; communicating with various audiences in both written and oral form; and demonstrating creativity in all areas of job performance.

Requirements:

- Minimum 5 years senior-level experience in an executive or senior level position in management, development or communication.
- Proven ability of building partnerships among not-for-profit organizations and public agencies
- Track record of raising money from a variety of sources.
- Understanding of non-profit financial management and budgeting practices.
- Familiarity with relevant federal and state programs and personnel.
- Knowledge of heritage development, tourism, interpretation and economic development related to historical sites and areas.
- Bachelor's degree required, advanced degree in a related field preferred.
- Strong interest in and commitment to the history and mission of the NHA.
- Ability to inspire and induce various stakeholders to work together toward a common purpose.
- Exceptional ability to devise and implement effective communication strategies.
- Strong organizational skills and ability to prioritize, including guiding programs from conceptualization to implementation.
- Keen sense of using opportunities to market the Crossroads brand to various audiences.
- Willingness to travel throughout the NHA and be capable of overnight business travel outside the NHA that may include several trips per year.

Interested applicants should submit a professional resume and cover letter including salary requirements, along with three (3) references (email and phone) to search@revolutionarynj.org by October 31, 2011.