

The Foxfire Museum

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PRESERVING APPALACHIAN CULTURE SINCE 1966

JOB POSTING

Organization: Foxfire Fund, Inc.

Position: Executive Director

The Foxfire Fund, Inc., the parent organization of the Foxfire Museum and the Foxfire Magazine Program, is seeking an experienced and energetic Executive Director that has an appreciation of Appalachian Heritage and a passion for Foxfire's mission. This position requires a proven leader who is a team player that can work collaboratively with a diverse group of staff and volunteers. Our new Executive Director will:

- Be an engaging and successful fundraiser.
- Be a charismatic communicator and serve as Foxfire's primary spokesperson.
- Support the staff in developing enriching educational programming.
- Create an environment of inclusivity.
- Strengthen and manage the organization's human and financial assets.
- Partner with area organizations for community and economic development in Rabun County and the Southern Appalachian Region.

Foxfire's mission is to preserve the diverse traditions of Southern Appalachia and advance the understanding and appreciation of cultural heritage through public programs, publications, and learner-centered education. To learn more about Foxfire visit our website www.foxfire.org Foxfire is a nonprofit 501c3 organization.

QUALIFICATIONS:

Preferred Education and Experience

- BA degree (Masters preferred)
- Prior Executive Director experience and/or business experience in the following areas that will enhance the sustainability of a nonprofit organization:
 - Human Resources
 - Marketing
 - Budget & Finance Management
 - Grant Writing, Implementation and Reporting
 - Growing Memberships

Preferred Competencies and Skills

- Successful fundraising expertise

- Strong written and verbal communication skills
- Strong interpersonal skills
- Computer and technology knowledge and skills
- Community networking expertise
- Positive team management skills
- Successful financial management skills
- Ability to utilize and develop the talent of a Board of Directors while building strong relationships

Personal Qualities:

- Self-starter with positive energy
- Respectful, open, transparent, honest individual
- Communicative individual that creates an inclusive environment

Salary:

- Salary Range: \$50,000 - \$60,000
- Opportunity for increases will be commensurate with employee performance

Benefits:

- Paid holidays, vacation, and sick leave
- Group health insurance policy for employee

This position will be available winter of 2022.

To apply for this position, email or mail the following:

- A cover letter addressing the position description
- Your resume
- List of three references

Send to the attention of Board President Laura West using the contact information below.

employment@foxfire.org

The Foxfire Museum
Attn: Laura West, Board President
PO Box 541
Mountain City, GA 30562-0541

Applications will be reviewed beginning September 15, 2021.

Foxfire is an equal opportunity employer and considers all qualified candidates for employment without regard to race, ethnicity, creed, national origin, religion, age, gender, marital status, disability, sexual orientation, veteran status, or any other status protected by law.