



Wiley H. Bates Legacy Center, Inc
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whbates.legacycenter@gmail.com

Chairman Rose Tasker	Vice-Chairman Angela Ewell-Madison	Secretary Cynthia Caldwell	Treasurer Joseph Butler
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Position Title	Executive Director of the Wiley H. Bates Legacy Center, Inc.
Reports To	Wiley H. Bates Legacy Center Board of Directors
Salary Range	Based on experience and education
Position Type	Part-time or Full-time

Background

The Wiley H. Bates Legacy Center (BLC), established in 2004, is a resource for information, artifacts, and programs exploring the history of African Americans in Anne Arundel County and serves as a memorial to the founder of Wiley H. Bates High School and its teachers, students and staff.

Position Summary

The BLC Executive Director provides leadership and vision to the BLC; implements the plans, policies, and strategic goals established by the BLC Board of Directors; manages the daily operations of the organization; and inspires staff to accomplish the BLC's mission. The incumbent is responsible for general administration, financial management, fundraising, program development, and membership retention. Incumbent must be willing to be responsible for maintaining standard historical collections, management programs, and museum and archival practices.

Job Description: Role and Responsibilities

Board Administration and Support

- Collaborates with the Board of Directors,
- Supports the Board to fulfill its governance functions,
- Interfaces between Board and staff,
- Develops monthly reports for Board review and compiles annual and quarterly reports.

Collections Management

- Reviews and periodically updates collection policy,
- Oversees and authorizes collection acquisitions,
- Plans and prioritizes the cataloging, storage, and care of the collection.

Program and Service Delivery

- Oversees design, promotion, delivery, and quantity of programs and services,
- Insures that staff members are trained and facility is adequately staffed,
- Sets overall goals and weekly, monthly, plus quarterly targets for each department,
- Reviews daily, weekly, and monthly reports from designated staff.

Job Description: Role and Responsibilities. (cont.)

Financial, Tax, Risk, and Facilities Management

- Recommends yearly budget for Board approval,
- Manages Center's resources within budgetary guidelines, according to current laws and regulations,
- Researches, writes and tracks potential grant opportunities.

Human Resource Management

- Hires and manages all BLC staff with approval of the Board,
- Effectively manages the human resources of the Center according to authorized personnel policies and procedures that fully comply with current laws and regulations.

Community and Public Relations

- Maintains and develops strong working relationships with other organizations, policymakers, community leaders, and businesses,
- Acts as lead spokesperson for the Center,
- Actively promotes the Center and its mission, programs, products, and services,
- Ensures that the Center is consistently presented in a strong positive image to the general public.

Job Description: Qualifications

Required

- Commitment and passion for the mission of the BLC.
- Advanced degree (or equivalent experience) in non-profit administration, planning marketing, or management of library, archives, or museum.
- Excellent communication and leadership skills.
- Ability to: maintain effective working relationships, problem-solve, innovate, and collaborate, and demonstrate experience in working with:
 - Local governments, cultural institutions, media and the general public
 - Fundraising, program design, management and evaluation

Highly Preferred

- Proficiency with computer use including Microsoft Office Suite, software for fundraising/marketing database analysis.
- Knowledge and experience with maintaining a database.
- Community or board service experience a plus
- Experience in African American studies

Interested Applicants: Please send cover letter, resume and contact information for three references to:

Email: whbates.legacycenter@gmail.com

**Mail:
Mrs. Angela Ewell-Madison
Vice-Chair BLC
1219 Algonquin Road
Crownsville, MD. 21032**