

Wilderstein Historic Site – Rhinebeck, NY Assistant Director

Wilderstein is a not-for-profit historic house museum with 40-acres of grounds and trails open to the public. The estate was the home of Margaret (Daisy) Suckley, a distant cousin and confidante of Franklin Roosevelt. With its exquisite Queen Anne mansion and Calvert Vaux designed landscape, Wilderstein is widely regarded as the Hudson Valley's most important example of Victorian architecture.

www.wilderstein.org

Employer: Wilderstein Historic Site

Position: Assistant Director

Location: Rhinebeck, NY

Type: Professional Opportunity

Closing Date: Application deadline November 8, 2019

Wilderstein is seeking qualified candidates for the position of Assistant Director, for full or part-time employment. This is a salaried position with benefits. Under the direction of the Executive Director, the Assistant Director will have a range of duties to support the operation of Wilderstein Historic Site. Responsibilities include but are not limited to:

Fundraising

- Support the Executive Director, Events Committee and Board in the planning and execution of Wilderstein's annual benefit and other fundraising events.
- Support the Executive Director, Membership Committee and Board in the planning and execution of Wilderstein's three annual campaigns.
- Plan and produce collateral materials to support fundraising for capital improvement projects in collaboration with the Executive Director.
- Assist with grant research and the preparation of grant proposals.
- Perform donor data analysis and prospect research.

Public Relations & Marketing

- Develop and implement an expanded public relations program aimed at widening Wilderstein's brand recognition and audience.
- Use digital content and social media to disseminate news and generate interest in Wilderstein.
- Design and implement friend-raising events to cultivate and build stronger relationships with individuals and businesses in the local community.

General Operations

- Support in the recruitment, orientation, training, retention, supervision, and recognition of Wilderstein's volunteers.
- Facilitate all aspects of production of Wilderstein's annual holiday tour program.
- Manage the Wilderstein gift shop.
- Act as the representative of Wilderstein for promoting, planning and scheduling all weddings at Wilderstein and as the on-site manager during these events.
- Respond to security and other emergencies after hours as needed.
- Other duties as assigned.

Qualifications:

- Bachelor's degree.
- Fundraising and public relations experience.
- Proficiency in Microsoft Office Suite, database management, graphic design, and social media applications.
- Excellent organizational skills, with a focus on attention to detail.
- Experience working in deadline-driven environments.
- Ability to work well both independently and as part of a team.
- Flexibility and willingness to learn new skills.
- Available to work evenings and weekends.

How To Apply: Please email cover letter and resume by November 8, 2019. Include preference for full or part-time employment in cover letter. Send application materials to Gregory J. Sokaris, Wilderstein Executive Director: gsokaris@wilderstein.org

Address: 330 Morton Road – Rhinebeck, NY 12572