



Soule Homestead Education Center
46 Soule Street • Middleboro • MA • 02346
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Executive Director
Job Description effective October 2021

About us:

The Soule Homestead Education Center is a 501 (c)(3) not for profit organization that is currently in its 31st year in operation. Our mission is to preserve and enhance the historic Soule Homestead and utilize it as a place for hands-on, farm-based learning experiences for children and families, passive recreation and to create community through our traditional craft workshops and our cultural events.

About the position:

We are looking for a person with a passion for agriculture, spending time outside and connecting community members and families to these values. Reporting to the Board of Directors, the Executive Director will oversee administration, programs, and farm operations in accordance with Soule Homestead Education Center's mission and strategic plan. He/she supervises the Education Director, part-time staff, seasonal interns, and volunteers.

The Executive Director shall work a flexible year-round part-time schedule (24-30 hours a week) resulting in 1,300 hours per year.

Duties:

Manage all aspects of the small non-profit organization including:

- Administration
- Supervision of staff and volunteers
- Fundraising and Grant Writing/Fiscal management
- Coordination of programs and special events
- Community outreach/Membership
- Volunteer recruitment and organization (7000 volunteer hours last year)
- Support of historic building maintenance
- Public relations/'Face' of the farm
- Initiate/Implement new programs/workshops

Work collaboratively with funding sources, committees, town and school officials, other non-profit and community groups, state agencies, and the general public. Create monthly reports for the Board of Directors including tasks accomplished and future plans. Attend Board of Directors' meetings and Annual Meeting.

Facility management as required, direct and manage day-to-day operations. Must obtain an up to date First Aid/ CPR Certificate at the time of hiring and keep this certification in force. The Board of Directors shall review the performance of the Executive Director annually making evaluations and recommendations. Must be able to pass CORI and SORI check as a condition of employment. Salary commensurate with experience.

Please send resume and cover letter to employment@soulehomestead.org