

THE JOHNSTOWN AREA HERITAGE ASSOCIATION

Position Opening: Director of Resource Development

Description

The director of resource development is responsible for all Johnstown Area Heritage Association activities that impact major external constituencies including, but not limited to:

- individual, corporate, and foundation relations;
- membership and annual fund development;
- public relations and marketing (including the Web site);
- special events and outreach; and
- JAHA's relationships with the community it serves.

Administrative Structure

Reporting to the president, the director of resource development will oversee the activities of the following staff members: director of communication and marketing; publications designer; coordinator of the annual fund and individual memberships; and director of educational programming.

Additionally, this individual will work with the newly-formed Resource Development Committee of the Board as requested by the President.

Qualifications

Minimum of a bachelor's degree in a relevant subject area. Arts background and/or museum experience and at least four years of previous administrative responsibility working with external constituencies a must.

Compensation

Salary will be commensurate with background and experience, and includes a comprehensive benefits package.

Application Deadline

Interested individuals should submit their résumé no later than August 20, 2010 to Shelley Johansson at sjohansson@jaha.org or by mail to:

**Search Committee
Director of Resource Development
Johnstown Area Heritage Association
P.O. Box 1889
Johnstown, PA 15907**

The Johnstown Area Heritage Association is an Equal Opportunity/Affirmative Action Employer committed to a diverse workforce. JAHA does not discriminate on the basis of age, race, color, religion, national origin, sex, sexual orientation, handicap/disability, Vietnam-era/disabled veteran status, or any other non-job related criteria.