



TOWNSHIP OF BLOOMFIELD

New Jersey

1 Municipal Plaza • Bloomfield, New Jersey 07003

www.bloomfieldtwpnj.com

POSITION: DIRECTOR OF CULTURAL PRESERVATION UTILITY P/T

Department: Administrator's Office

Brief Description:

The Director will be responsible for the successful leadership and management of the Township's Cultural Preservation Utility which includes the operation of two historic facilities; Oakeside Mansion and The Collins House. Duties as follows: guide the activities and usage of the facilities, oversee all matters that impact daily operations and functions of the facilities, execute responsible financial management which includes contract negotiation, budgeting and fundraising. The Director must be committed to the Mayor and Council's vision of historic preservation and focus on enhancing Arts & Cultural programming.

This position will also serve as a liaison to the Advisory Board and work cooperatively with the Board to review policies, operations and programming for the facilities' activities. The Director reports to the Township Business Administrator with updates made to the Mayor and Council. Work schedule varies, but may include nights and weekends dependent upon the Utilities' needs. Minimum 25 hours per week is expected.

Qualifications:

Five years of management experience, preferably in a nonprofit setting, with a record of transparency and integrity. Prior experience must include daily management of facility operations. Candidate must have the ability to understand and create an organizational budget, as well as be able to assess revenue opportunities, including grants and philanthropic support, as a funding source for operations. Strong communication and people skills required and must be able to support the promotion of the facilities through marketing of the facilities and programming and events.

Salary: \$35.00- \$45.00 per hour

How to Apply: Please submit cover letter, resume and references to: Kimberly Duva, Personnel Director: kduva@bloomfieldtwpnj.com.

Closing Date: March 1, 2021 *Bloomfield Township is an Equal Opportunity Employer*
