

**THE ALLIANCE FOR HISTORIC HILLSBOROUGH**  
**EXECUTIVE DIRECTOR**

***Job Description***

The Alliance for Historic Hillsborough is a non-profit organization that operates the Hillsborough/Orange County Visitor Center located in the historic Alexander Dickson House in the heart of the Hillsborough Historic District. The Executive Director is responsible for managing the programs and activities of the Alliance in a creative, dynamic and collaborative environment with multiple stakeholders with a small staff and a number of volunteers. The mission of the Alliance is to preserve, enhance, and increase awareness of the historical and cultural heritage of Hillsborough for residents and visitors. The Alliance works closely with the Hillsborough Tourism Board and Alliance Partner organizations, and coordinates with other local and regional groups in promoting Hillsborough's architectural and cultural assets, natural environment, and economic vitality.

***Overview of Executive Director responsibilities:***

- Work with the Alliance Board to advance the mission and goals of the organization.
- Support existing cultural and heritage assets and identify potential new resources that will enrich the lives of residents and visitors of Hillsborough.
- Oversee day-to-day operations of the Hillsborough/Orange County Visitor Center, which include financial management, staff/volunteer recruitment and supervision, resource development, fundraising, and public information.
- Develop and supervise the implementation of an annual marketing plan in conjunction with the Alliance and Tourism boards to promote Hillsborough as a destination for local, state, regional, and national audiences.
- Measure and interpret market research to increase interaction with visitors.
- Educate and facilitate partnerships with heritage, arts, and community organizations as well as merchants, hotels, and attractions.
- Seek grant opportunities to supplement the operation of the Visitor Center and the mission of the Alliance, as well as programs and projects in collaboration with partner organizations.

***Qualifications***

The Executive Director should have at least two years administrative experience in a non-profit history, cultural arts, or tourism organization with a BA or advanced degree in historic preservation, history, tourism or related field preferred. The ideal candidate must have excellent written and verbal abilities; competence with all aspects of a not-for-profit organization, including financial management, fundraising, marketing, public relations, and social media skills; attention to detail; keen organizational skills; willingness to take initiative; outgoing and personable manner; and ability to communicate with diverse stakeholders and members of the public. Knowledge of computer systems, data and

software including MS Word, Excel, PowerPoint, Publisher, Adobe (Photoshop and Spark), Canva, and QuickBooks. Salary and benefits are commensurate with experience.

***Starting Salary Range:*** \$40,000-47,000 plus benefits commensurate with experience.

***How to Apply***

Send cover letter, resume, three references to: [info@HistoricHillsborough.org](mailto:info@HistoricHillsborough.org) or via mail to The Alliance for Historic Hillsborough, 150 East King Street, Hillsborough, NC 27278. The submission deadline is **July 29, 2022**.