

Outreach (Programs) Manager

The Duxbury Rural and Historical Society has an immediate opening for an Outreach Manager (full-year, part-time position, 20 hrs/week). Reporting to the Executive Director, the Outreach Manager is a vital part of the small DRHS staff, providing inspiration and coordination for a range of activities including program management and fundraising. The Outreach Manager is a public-facing figure for the DRHS, and the position is focused on cultivating opportunities for development and increasing outreach and community involvement.

Job duties include but are not limited to:

- Design, implement, and provide on-site program coordination for school groups, DRHS members, and the general public.
- Enhance the development efforts of the organization by soliciting contributions and creating fundraising opportunities.
- Cultivate our volunteer base, and build relationships with many different constituencies including schools, libraries, senior centers, and local businesses, to raise the profile of the organization, and connect it to new audiences.
- Utilize the DRHS website, print, online, and social media resources to network and expand the organization's visibility.

Requirements: superior interpersonal skills and a demonstrated enthusiasm for working with people; high level of organization and ability to balance multiple priorities; the ability to work independently as well as with a small staff, with a willingness to "pitch in" where help is needed. Applicants must have a college degree or equivalent work experience, preferably in a museum or non-profit organization. Experience and skills in the area of IT, graphic design, and online networking are a plus. Occasional evening and weekend work is required. This job requires travel between multiple properties (primarily < 3 mile radius) and requires the use of your personal vehicle. Work takes place in historical house museum environment and does require the ability to climb stairs, access non-ADA compliant spaces, and the lifting of chairs, boxes and other event related materials. To apply, email cover letter and resume to jobsearch@duxburyhistory.org.