

Job Description:
Director
Manning Hausbarn Heritage Park
Manning Community Foundation
Manning, Iowa

Reports to: Board Chairperson

Organization Overview:

Manning Hausbarn Heritage Park is a community-focused, historic site that provides a unique venue for events, cultural activities, and local tourism. The park is home to a variety of attractions, including the Konferenz Centre, which hosts weddings, business gatherings, and local community events. Serving the town of Manning and visitors from around the world, the park promotes cultural heritage, fosters community pride, and drives local tourism. We are seeking an Director who is passionate about event coordination and serving a small-town community.

Position Overview:

The Director will be responsible for overseeing event booking coordination, volunteer management, and ensuring smooth daily operations of the park and Konferenz Centre. This unique role will require collaboration with brides, local businesses, community members, and visitors, making it essential to maintain strong relationships and excellent customer service. This position may also assist with fundraising coordination, communication, and managing resources for committee to ensure the park's long-term success and growth. The Director will have the opportunity to provide leadership and guidance to the Board of Directors and committees on all aspects of the park's needs, helping to achieve strategic goals and objectives.

Key Responsibilities:

1. Event Coordination and Marketing:

- **Coordinate Events:**
 - Oversee weddings, conferences, and other events scheduled at Hausbarn Heritage Park and the Konferenz Centre.
 - Work with event clients to ensure smooth event execution and compliance with park rules.
- **Marketing and Promotion:**
 - Assist with the development and maintenance of printed materials and digital content to promote the park and Konferenz Centre.
 - Collaborate with the event leaders to strategize and implement advertising campaigns for park events.
 - Help ensure the website and social media platforms are up to date with current event bookings, park schedules, and promotions.
- **External Outreach:**
 - Attend and represent the park at external events such as bridal shows, tourism fairs, and legislative or community events/meetings to increase visibility and engagement.
- **Community Engagement:**
 - Foster relationships with local businesses, schools, and organizations to ensure the park serves as a vital community hub.
 - Act as the primary point of contact for inquiries about park usage and event coordination, providing excellent customer service to clients, volunteers, and visitors.

2. Park Management and Operations:

- *Daily Operations & Facility Oversight:*
 - Oversee the opening and closing of the park, including occasional weekend rotations.
- *Operational Reporting:*
 - Provide written monthly reports to the Board that include attendance data, membership statistics, event summaries.
 - Maintain accurate records of park activities, including campground usage, membership renewals, donations, and admissions.

3. Volunteer and Staff Coordination:

- *Volunteer Recruitment and Development:*
 - Work with the Board and committees to recruit, train, and coordinate a robust volunteer base to support park operations, events, and community outreach.
 - Develop volunteer programs that engage local residents and promote long-term community involvement.

4. Financial Oversight and Fundraising:

- *Fundraising & Donor Relations:*
 - Work with the Fundraising Committee to help implement fundraising campaigns that support park operations and community initiatives.
 - Assist in identifying potential grant opportunities and collaborate with the Board to prepare grant applications for funding needs.
- *Financial Record Keeping:*
 - Maintain accurate records of donations, memberships, and sponsorships, ensuring compliance with organizational financial policies.
 - Track revenue from park events and services, ensuring that financial goals are met while keeping costs within budget.
 - Assist with accurately facilitating the data entry in Quickbooks for Accounts Receivable (AR), Accounts Payable (AP), payroll, and donations/sponsorships.

6. Strategic Planning and Board Collaboration:

- *Annual Working Plan:*
 - Collaborate with the Board to develop and implement the annual working plan, ensuring that the park's strategic goals are met.
 - Monitor and assess progress toward goals and provide regular updates to the Board of Directors.
- *Community Engagement and Outreach:*
 - Represent the park in various community meetings, civic functions, and at public events to advocate for the park's role in local tourism and community development.

7. Other Duties as assigned.

Qualifications:

- **Education:**
 - A minimum of a two-year degree in tourism, event management, business, marketing, or a related field, or at least two years of relevant experience.
- **Experience:**
 - Previous experience in event coordination, marketing, or tourism, particularly in a non-profit or community-focused organization, is preferred.
 - Demonstrated ability to manage diverse stakeholders, including clients, volunteers, local businesses, and government entities.

- **Skills:**

- ✓ Independent Work Ethic: Seeking candidates who demonstrate a strong ability to manage their own workload and prioritize tasks effectively without constant supervision.
- ✓ Proactive Problem Solver: Ideal candidates will identify challenges and opportunities, taking initiative to implement solutions and enhance processes without waiting for direction.
- ✓ Time Management Skills: Ability to plan and execute projects independently, ensuring deadlines are met while maintaining high-quality standards.
- ✓ Adaptability: Comfortable navigating ambiguity and changing priorities; able to pivot and adjust strategies as needed to achieve goals.
- ✓ Goal-Oriented Mindset: Strong focus on achieving both team and individual objectives, with a track record of setting and reaching personal performance targets.
- ✓ Effective Communication: Proficient in providing updates and feedback in a clear and concise manner, while also being open to receiving input from others when necessary.
- ✓ Resourcefulness: Skilled in leveraging available resources and tools to complete tasks efficiently, while also seeking out new methods or technologies to improve productivity.
- ✓ Continuous Learning: Demonstrates a commitment to self-improvement and professional development, actively seeking opportunities to acquire new skills and knowledge

Work Environment & Physical Requirements:

- This is a seasonal position with occasional evening and weekend work, particularly during peak event times.
- The position requires the ability to lift up to 25 lbs., walk long distances across park grounds, and stand for extended periods during events.