

**Nonprofit Director**  
**Friends of Drake Well, Inc.**

**Position Title:** Director

**Position Type:** Full-time, salary (37.5 hours/week)

**Supervisor:** Board of Directors, Friends of Drake Well

The Friends of Drake Well, Inc. seek their next nonprofit Director to lead the organization forward in its efforts to support Drake Well Museum & Park, Historic Pithole City, and McClintock Well #1. The ideal candidate is passionate about marketing and networking and is confident with financial and human resources management. Working in collaboration with staff from the Pennsylvania Humanities Museum Commission, the Director organizes events and fundraisers, oversees the Drake Well Museum Store and Pithole Visitor Center, provides financial oversight of organization, seeks grants, sponsors, and donors, participates in site-wide meetings and operations, and organizes the organization's committees.

**Roles and Responsibilities**

- **Marketing and Promotion** - Responsible for promoting and marketing the Friends of Drake Well, Inc through multiple formats: Responsible for the updates and content of the drakewell.org website, The Barker Newsletter (print and online), The *OilField Journal* (a scholarly print journal), social media (Facebook), YouTube, and pushing content out to the media through press releases and interviews.
- **Membership** - The Friends of Drake Well is a membership organization. The Director is responsible for growing its membership base and maintaining its donor database.
- **Fundraising and Event Coordination** - The Director working in cooperation with Commonwealth employees, volunteers, and committees will coordinate and develop multiple fundraising events each year. A key part of the Director's job is to secure sponsors for major events.
- **Grant Writing** - The Director is responsible for researching for new grants and writing ongoing grants, including reporting on current grants.
- **Human Resources** - As the employer of year-round and seasonal employees, the Director provides onboarding, arranges training, and coordinates all paperwork regarding the employees. The Director is responsible for providing direction and oversight of all employees.

- **Reporting, Budgeting, and Financial Oversight** - The Director is responsible for a variety of monthly and yearly reports. In collaboration with the Board's Finance Committee propose a fiscal year budget and manage the budget once finalized by the Board of Directors.
- **Museum Store Operations** - As the employer of a part-time Museum Store Manager, the Director provides oversight and decision-making support on an as-needed basis, coordinates financial activities between the store and bookkeeper, and makes recommendations for products.

### **Qualifications**

- Leadership experience at a nonprofit organization or comparable experience.
- Appreciation and understanding of the mission of the Friends of Drake Well, Inc.
- Ability to engage donors, members, and staff.
- Valid Pennsylvania Drivers' License.
- Ability to operate basic office equipment including but not limited to: computer, calculator, projector, postage meter, copier/printers, etc.

### **Necessary Skills/Knowledge**

- Excellent interpersonal skills
- Excellent written and verbal communication skills: in person, in writing, by email, or by phone
- Excellent marketing/PR skills including traditional and social media
- Strong computer skills: Microsoft Outlook, Quickbooks (desktop and POS), Word, Excel, PowerPoint, Photoshop (or comparable graphics program), Canva, Facebook for Business, Google Analytics, WordPress, YouTube
- Self-starter with strong project management skills. Must be highly organized and able to prioritize multiple projects

### **Education**

- Professional Degree in marketing, business, or nonprofit administration preferred.

### **Additional Notes**

This position reports to the Board of Directors of the Friends of Drake Well, Inc. for 37.5 hours each week. The employee generally works weekdays during daylight hours but will be required to work at events on weekends and evenings when there are events.

Employees receive generous paid time off for holidays, vacation, and sick time.

This position requires some travel between sites, for conferences, and as needed.

**To Apply:** Please submit a cover letter highlighting relevant skills, and resume by August 8, 2022, to:

Personnel Committee  
Friends of Drake Well, Inc.  
205 Museum Ln.  
Titusville, PA 16354

OR

[drakewell@verizon.net](mailto:drakewell@verizon.net)

*Friends of Drake Well is an Equal Opportunity Employer.*