



Casa del Herrero

HOUSE of the BLACKSMITH

Seeking Garden and Architecture-Loving Executive Director

Casa del Herrero is located in a stunningly serene setting surrounded by a generous community with the best weather in the world! We want to partner with an Executive Director who will lead the campaign to celebrate the upcoming 100th year of this wonderfully historic and important estate.

Opening Date: April 17, 2023

Closing Date: Open until Filled

www.casadelherrero.com

Casa del Herrero, built c.1925, is noted as one of the finest examples of Spanish Colonial Revival architecture, complete with intact gardens, is seeking an Executive Director to lead this non-profit organization with continued success. The 11-acre estate is included on the National Register of Historic Places, and in January 2009, was designated a National Historic Landmark by then Secretary of the Interior Dirk Kempthorne. Casa del Herrero includes the main estate house, silversmith shop, office, garage and two rental units, as well as a nearby pump house. The house is furnished as the owners originally had it, with 13th - 19th century Spanish artifacts and architectural elements, all surrounded by ornate Mediterranean gardens.

Location: Santa Barbara, California, United States

Organization: Casa del Herrero

Position Title: Executive Director

Job Type: Full Time: M-F, 8:30 -5:00, involves occasional weekend/evening work for events

Salary: \$100,000 - \$120,000 (Yearly Salary)

Benefits: Health insurance and unlimited vacation.

Reports to: Board of Trustees (16 members)

A. Key Qualifications:

- Bachelor of Arts or Science or Master's Degree
- 2-4 years of successful managerial and leadership experience as an executive director, development professional and/or administrator, non-profit sector and museum or historic site experience preferred.
- 2 years successful leadership in a fundraising capacity with a proven track record of both public and private fundraising abilities preferred.
- The ED must present an overall professional image while serving as an articulate, pro-active, visible, and fully engaged symbol of the Casa del Herrero.
- Knowledge/understanding of fine arts and architecture, garden design and maintenance preferred.
- Must be flexible and able to wear many hats.

B. Essential Skills:

- In depth experience in all areas of non-profit fundraising, including annual appeals, major gift programs, capital campaigns and legacy giving.
- Experience in financial management, including budget development and monitoring.
- Excellent interpersonal, communication, and relationship building/networking skills.
- Knowledge/understanding of marketing, public relations, modern management principles and techniques
- Experience managing volunteers and member-based organizations.
- Ability to prepare and present clear and comprehensive written reports for committees (Development, Finance, Fine Arts and Furnishings, Garden) and quarterly meetings of Board of Trustees.
- Office Management, PC skills (MS Word, Excel, Outlook); QuickBooks and Donor Perfect museum software
- Strong organizational and writing skills.

C. Function

The following list is illustrative and is not intended to describe every function that may be performed by this job. The Board of Directors may assign specific duties not listed if such duties are a logical assignment to the position.

1. Operations and Personnel (25% of time)

- Manage day to day operations consistent with the strategic goals and objectives of the organization as well as the Casa's conditional use permit. This includes responsibility for the security of the grounds, house and collections.
- Hire, evaluate annually and dismiss personnel, including employees and contractors as needed. Comply with human resources issues such as Workman's Comp. requirements, postings, certifications of subcontractors, reporting, etc.
- Act as the curator and registrar of the decorative arts collection with support from the Fine Arts and Furnishings Committee and consultants as needed, including archival policies.
- Provide property management for main house museum, outbuildings, and rental units, with attention to care for historic structures as outlined in the Department of Interior's Standards for Care and Maintenance of Historic Structures.
- Supervise garden maintenance and administrative staff including oversight of grounds maintenance schedules and special work as needed.
- Oversee media relations, serve as primary point of contact with community.

2. Development and Outreach (40% of time)

- In coordination with Development Manager and Board Trustees, solicit major donors through fundraising, event planning and membership program.
- Support annual appeal campaign. This may include writing the appeal letter, arranging media events and overseeing mailing lists.
- Grant solicitation and administration.
- Establish and run a planned giving program.
- In partnership with the Board identify, cultivate and steward relationships with donors.
- Represent the Casa del Herrero in the community and nationally as a spokesperson and advocate.
- Represent the Casa del Herrero in national organizations relevant to the Casa's mission, such as the American Public Garden Association, American Alliance of Museums and National Trust for Historic Preservation, as well as local non-profits.



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- Cultivate and steward good relations with Casa neighbors, particularly as affected by the Casa's conditional use permit.
 - Provide articles for the Casa newsletter and ensure publication semi-annually.
 - Keep docents and volunteers informed of Casa projects and policy changes.
3. **Finance and Administration** (15% of time)
- Develop and justify the annual budget in a timely manner; refine with the Treasurer and present to the Finance Committee and Board of Trustees for adoption. Monitor budget and cash flow depending on endowment draw.
 - Monitor the budget and cash flow to make decisions about disbursements needed from the endowment draw. Modifications are restricted to decisions which will keep the endowment draw equal to or lower than the budgeted amount.
 - Work with accountant, bookkeeper and attorney on all pertinent issues, including categorization of invoices for accounts payable, providing direction as needed.
 - Oversee the insurance protecting the organization, making sure it is current, updated as needed and applicable to all events and conditions. Verify the insurance of all subcontractors who work for the organization.
 - Prepare and execute tenant lease agreement.
 - Monitor adherence to the Conditional Use Permit.
4. **Board and Committees** (20% of time)
- Prepare Board packet, including agenda, minutes, financials, Executive Director's report, for each Board meeting and communicate issues to the Board promptly when required for Board authorization. Prepare ED reports for intervening months when no meeting scheduled.
 - Support work of standing committees by attending monthly meetings, providing background and supporting committee chairs.

PROCEDURE FOR CANDIDACY:

Nominations, expressions of interest, and resumes can be submitted via email to: jobs@casadelherrero.com

Casa del Herrero
1387 East Valley Road
Santa Barbara, CA 93108
www.casadelherrero.com