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***ONEOTA ARCHIVAL & RESEARCH CENTER***

OARC DEVELOPMENT DIRECTOR

REPORTS TO: Chair of the OARC Advisory Council

PROJECT SUMMARY:

The Oneota Archival and Research Center is a large-scale facility proposed for development at the Blood Run National Historic Landmark in NW Iowa – Lyon County along the Big Sioux River. Estimated cost for the project is $7–$10 million with annual operational expenses of $600,000 to $1,000,000. The facility will serve as a repository and research facility for artifacts and historical materials from the Oneota Culture (Omaha, Ioway, Ponca, Otoe and related tribes). The public will have access to the facility but this is not a museum, it is a protected repository for materials from the past. Those having access to the materials will generally be researchers and Oneota culture representatives.

ESSENTIAL POSITION RESPONSIBILITIES:

* Provide management level leadership for the OARC overall fundraising effort to ensure a diverse revenue stream.
* Work with RDG Planning & Design, the OARC Advisory Council, and the Friends of Blood Run 501c3 support group to guide, promote, and market the development of the OARC facility and its related programs to donors.
* Assist the OARC Advisory Council in developing an initial business plan and revenue strategy.
* Create and maintain a digital database system for recording donor information and assure the integrity and accuracy of the records.
* Expand the network of contacts to broaden knowledge and understanding of the project.
* Utilize social media technology to drive interest in the project and aid in development.
* Undertake and prepare in-person and Zoom presentations to various organizations and individuals.
* Assist in the development of a periodic digital newsletter.
* Prospect for potential donors and expand the network of OARC supporters.
* Research potential grant sources; work with the OARC Advisory Council to establish priority applications to pursue.
* Recruit, train, supervise, and coach volunteers to assist with the duties listed above.

DURATION / ANTICIPATED START DATE:

Anticipated start date: April 15, 2024. Three-year appointment (initial 6-month probation period; continuation dependent on satisfactory performance) devoted to raising the revenue needed for the initial facility development and building endowment for sustainable annual operating expenses. When the facility becomes operational the Development Director position will be converted to the OARC Development Officer, who will report to the OARC Executive Director once the latter is recruited and hired.

TIME COMMITMENT: Full-time but not a standard forty hour per week position.

KEY REQUIRED ASSET:

Highly regarded by the public and other professionals / connections in central Iowa and throughout the region.

MEASURING SUCCESS:

* Development progresses on schedule and without significant issues / problems, especially with regards cash flow to sustain the effort.
	+ - Build a strong long-term network with local officials.
		- Recruit in-kind supporters for the effort.
* Communication / reporting: regular coordination with the OARC Advisory Council, RDG Planning & Design, government officials, and the Friends group through strong periodic reports and documents. Records, communications, and reports will measure activity levels.

INTELLECTUAL / PHYSICAL REQUIRMENTS / SKILLS:

* Organizational and periodizing skills
* High level of communication skills – verbal, digital, and written
* Professional presentation abilities
* Work with diverse populations to create unified goals and outcomes
* Ability to work non-regular hours, including weekends as opportunities require
* Ability to absorb, retain, and communicate complex information
* Travel as needed for the position
* Multi-tasking ability
* Ability to work with a lay person committee

Applicants must be a citizen of the United States; any offer of employment is conditional on successful completion of a background check. Falsification of information provided may be cause for rejection.

COMPENSATION:

Estimated at $100,000 to $150,000 depending on qualifications. Annual expenses for travel and miscellaneous needs estimated at $15,000 to $20,000. Mileage rates will be reimbursed at the approved IRS rate. This will be a contract position for a base fee. The successful candidate will be financially responsible for self-funding other benefits including taxes, retirement, health insurance and any other needs of the individual.

APPLICATION PROCESS:

Submit as a single PDF: (1) a detailed cover letter, (2) resume, and (3) contact information (name, phone, and email) for three professional references.

Name the file “last name-OARCDevDir.pdf” and send as an attachment to FriendsofBloodRun@yahoo.com.

Please thoroughly document your pertinent knowledge, skills, and abilities and past experiences with managing / implementing development projects of the scale requested for the OARC.The Search Committee will contact references for candidates of interest. Application review will be on-going with anticipated interviews commencing ca. March 15, 2024.