



The St. George's Foundation

St. George's Foundation (SGF) supports Bermuda's UNESCO World Heritage Site, the Historic Town of St. George and its related Fortifications, through Collaboration, Education and Awareness and is a Registered Charity #454.

The Board of Director's is excited to announce they are looking for an experienced **Executive Director** to embark on our new initiative to enhance its profile in the community and promote a greater awareness of the Town of St. George, its significant history and the importance of the World Heritage Site. Do you have a passion for our shared heritage and culture? Are you a motivated self-starter able to work in an unstructured environment autonomously and manage projects under deadline?

Do you have what it takes?

- Overall administration of SGF with broad authority to develop mission-appropriate education programs, foster the historic preservation of the World Heritage Site, and play a key role in fundraising and budget management.
- Ability to guide SGF in its transition and work with the Board and collaborative stakeholders to implement both long- and short-term strategic plans.
- Build and oversee a volunteer program that will be a key facet of community outreach and membership recruitment.
- Strong soft skills that include communication, writing and public speaking to various diverse audiences including children.

What will you do:

- Work closely with the organization's committees to develop and grow membership levels (individual and corporate) and contributions.
- Execute a fundraising plan identifying sources and use of funds to ensure continued operations of SGF. Grant writing and donor cultivation experience will be essential.
- Create and update Education and Preservation Plans together with an annual budget liaising with the support of Board members.
- Implement and establish protocols for donations and communications using Bloomerang data base and 365 Microsoft Office Suite.
- Forge and maintain close working relationships with Governmental entities, the business community, and other relevant organisations.
- Represent SGF at various functions to enhance SGF's public presence.
- Create, oversee and update a SGF newsletter as well as all social media outlets in a timely and proactive manner.

Does your Experience Include:

- University degree is required. A specialization in historic preservation or cultural resource management, is a bonus.
- Minimum of five years' leadership or management experience.
- Experience in all facets of fundraising.
- Ability to work weekends and various evening events.
- A "can-do" attitude with a holistic approach in managing the organization's operations.

If you meet the above requirements, are Bermudian or have rights to work in Bermuda, we would like to hear from you. Please share a detailed cover letter, your resume and two current references via email to sgfmgt@gmail.com. Please no recruiters. The St. George's Foundation is an Equal Opportunity Employer.

Closing date: September 22, 2021