

# RIVER RAISIN NATIONAL BATTLEFIELD PARK

## FOUNDATION

### PRESS RELEASE

**FOR RELEASE:** Tuesday, July 22, 2014

**WEBSITE:** [www.battlefieldfoundation.org](http://www.battlefieldfoundation.org)

**PHONE:** 734-243-7136

River Raisin National Battlefield Park Foundation, Inc. (Foundation) is pleased to announce the establishment of two new staff positions to be headquartered in Monroe, Michigan. The two new staff positions will support the public educational efforts of the Battlefield in Monroe and Wayne counties in Michigan, which include the preservation, restoration, development, interpretation, research, educational programming, public events and other endeavors that connect the public with the importance of the Battlefield and American History.

The Foundation will be accepting resume packets for the first Executive Director/CEO and Business Manager positions. The two positions will work in partnership with the National Park Service and surrounding communities to ensure the optimal development and success of America's only National Battlefield Park dedicated to preserving and telling the story of the War of 1812 in the Northwest Territories. The positions will work closely with the Board of Directors and partners throughout the United States and abroad to achieve the mission of the Foundation and National Park Service at River Raisin National Battlefield Park.

Applications will be accepted for the two positions through 4 p.m. on August 8<sup>th</sup>, 2014. If you are looking for a tremendous opportunity to help shape the future of Southeast Michigan please see the attached Employment Opportunity announcements and apply today!

*River Raisin National Battlefield Park Foundation is a public charity incorporated in the State of Michigan and determined by the Internal Revenue Service to be a 501 (c) (3) tax exempt organization.*

1403 East Elm Ave ~ Monroe, Michigan 48162 ~Office (734) 243-7136 ~ Fax 734-244-5501  
Email: [membership@battlefieldfoundation.com](mailto:membership@battlefieldfoundation.com) Website: [www.battlefieldfoundation.com](http://www.battlefieldfoundation.com)

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**The Honorable  
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National Park  
Service Director  
Retired**



BOARD OF DIRECTORS

## **EMPLOYMENT OPPORTUNITY**

### **River Raisin National Battlefield Park Foundation, Inc.**

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**EXECUTIVE DIRECTOR:** The River Raisin National Battlefield Park Foundation, Inc. (RRNBPF) Board of Directors invites applications for the position of Executive Director/CEO.

RRNBPF, headquartered in Monroe, MI, is a 501 (c) 3 non-profit partner of the National Park Service at River Raisin National Battlefield Park in Monroe and Wayne Counties, MI. The Foundation supports the public educational efforts of the Battlefield which include appropriate preservation, restoration, development, interpretation, research, educational programming, public events and other endeavors that connect the public to the Battlefield in meaningful ways. The Foundation actively seeks grants, raises funding, recruits volunteers, develops and manages earned income sources, and provides interpretive programs and materials to National Park visitors through sales and free distribution. All net proceeds support the educational efforts of the National Park Service.

The Board seeks a dynamic, proven leader to motivate staff; foster a collaborative team environment; oversee, integrate and develop RRNBPF's programs; and promote and maintain positive relationships with diverse audiences. Candidates must have a proven track record of successful leadership, management, communication, fundraising, grant writing, business management and development. Qualified applicants will have a degree in Business, Finance, Nonprofit Management/Administration, Public Affairs or a related field combined with management and administrative experience in a non-profit organization, preferably devoted to public education. Consideration will also be given to those without a degree who have a minimum of 4 years related experience as noted above.

Salary and benefits will be commensurate with experience ranging from \$50,000 to \$63,000 per year, up to 4 weeks of paid vacation, and other benefits. Applicants will be required to pass a National Park Service background clearance.

Along with their resume, candidates must also submit a statement of interest in the position and contact information for three professional references that include a current point of contact name, phone number and email address. Resumes will be accepted until 4 p.m. on August 8<sup>th</sup>, 2014. Send resume packets to River Raisin National Battlefield Park Foundation, Attention: Personnel Committee, 1403 E. Elm Ave., Monroe, Michigan 48162. Resume packets may also be faxed to the Foundation at 734-244-5501.

## **EMPLOYMENT OPPORTUNITY**

### **River Raisin National Battlefield Park Foundation, Inc.**

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**BUSINESS MANAGER:** The River Raisin National Battlefield Park Foundation, Inc. (RRNBPF) Board of Directors invites applications for the position of Business Manager.

RRNBPF, headquartered in Monroe, MI, is a 501 (c) 3 non-profit partner of the National Park Service at River Raisin National Battlefield Park in Monroe and Wayne Counties, MI. The Foundation supports the public educational efforts of the Battlefield which include appropriate preservation, restoration, development, interpretation, research, educational programming, public events and other endeavors that connect the public to the Battlefield in meaningful ways. The Foundation actively seeks grants, raises funding, recruits volunteers, develops and manages earned income sources, and provides interpretive programs and materials to National Park visitors through sales and free distribution. All net proceeds support the educational efforts of the National Park Service.

The Board seeks a dynamic and positive team member to take on the role of Business Manager. Candidates must have a proven track record of working in the non-profit industry. Experience should include retail sales; financial management; management of membership programs, business administration, public affairs & correspondence; property management; records management; and grants administration. Qualified applicants should have at least a Bachelor's Degree in a related field combined with administrative experience in a non-profit organization. Consideration will also be given to those without a degree who have a minimum of 2 years related experience as noted above. Candidates must have experience with QuickBooks Pro, Microsoft Word, Microsoft Excel and Microsoft Access. Experience with QuickBooks Point of Sales and Credit Card Merchant Services is a plus.

Starting salary is between \$26,000 and \$31,320 per year commensurate with experience with up to 2 weeks of paid vacation, and other benefits.

Along with their resume, candidates must also submit a statement of interest in the position and contact information for three professional references that include a current point of contact name, phone number and email address. Resumes will be accepted until 4 p.m. on August 8<sup>th</sup>, 2014. Send resume packets to River Raisin National Battlefield Park Foundation, Attention: Personnel Committee, 1403 E. Elm Ave., Monroe, Michigan 48162. Resume packets may also be faxed to the Foundation at 734-244-5501.