

The Friends of The Bishops' House, Inc. a 501(c)(3) non- profit announces the search for an Executive Director whose responsibilities include:

Maintain regular office hours at the House and provide customer service to the public

Handle correspondence, donations receipts, membership records, public inquiries, and payroll

Contract for all licensed activities at the House, including scheduling and showing the House

Maintain the website, and advertise and market the House's activities and programs

Maintain personnel, financial, and bookkeeping records, including tax, banking, expenditures, donations and other revenue

Plan and coordinate fundraising and other promotional events

Investigate grant opportunities and prepare grant applications

Attend the monthly meetings of the Board of Directors

Be The Friends of The Bishops' House liaison with the Idaho State Historical Society

Please contact Juno Van Ocker at junovan4@outlook.com with questions and possible interview times.

