



**JOB POSTING  
CHIEF EXECUTIVE OFFICER (CEO)  
BURRITT ON THE MOUNTAIN**

**Position Title:** Chief Executive Officer  
**Location:** Huntsville, AL Madison County  
**Start Date:** Fall 2024

**ORGANIZATION OVERVIEW**

Situated on a magnificent 167-acre site overlooking the city of Huntsville, Alabama, Burritt on the Mountain is a treasured green space that represents a part of Alabama history. For over 60 years, Burritt has been a destination attraction which everyone can enjoy. It offers a museum, historic park, and a sought-after rental venue located only ten minutes from downtown atop Round Top Mountain. The site was originally the home of Dr. William Burritt who bequeathed the property to the City of Huntsville in 1955. It is independently operated by the Burritt Memorial Committee/Burritt Museum Association.

**MISSION**

Our mission is to enhance lives and build community through educational, artistic, and recreational experiences, while preserving our heritage, land, and historic structures.

**OVERVIEW OF RESPONSIBILITIES**

The CEO is the leader of the organization, establishing a strategic vision that is achieved through the efforts of a diverse team of high-performing leaders, staff and volunteers alike. The CEO possesses a high level of broad business and management skills and is especially adept and experienced at fund-raising. The CEO is the steward of the brand and understands his/her role in growing and protecting the reputation of Burritt.

**KEY RESPONSIBILITIES**

- Coordinates and supervises the daily operation of Burritt's employees and volunteers, all programs and events, and all buildings and grounds
- Develops short and long-term strategic goals and tactics with input from key stakeholders and BMC/BMA
- Approves the hiring and training of all staff
- Manages and directs the development and implementation of programs in fund development, grant writing, membership development, and volunteer recruitment and retention
- Prepares annual budgets, ensures a positive cash flow, adheres to all financial GAAP requirements, and follows tax reporting for IRS Form 990 for nonprofits
- Oversees the success of the retail store, Josie's, located on the property
- Prepares the organization for the next stages of growth through dynamic vision

**Core Competencies:** mission focus, fund-raising, networking, problem solving, project management, teamwork, customer service, change management, flexibility, vision, strategic thinking and planning, innovation, professionalism, excellent communication skills, and public speaking skills

April 2024



## **EXPERIENCE/POSITION REQUIREMENTS**

- B.S. or B.A. in business administration or at least 7-10 years of senior management experience in an arts, nonprofit or business environment
- Knowledge of the Microsoft Suite and QuickBooks
- Ability to lift objects weighing up to 25 pounds
- Ability to climb steps and walk frequently throughout the Burritt grounds
- Ability to work evening and weekend hours
- Ability to work outside in all seasons of the year

S/he has unquestioned integrity; a long-term perspective; a strong sense of accountability; a practical ability to get things done; wisdom and good judgment; a fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives; excellent verbal and written communication skills; a high energy level and sense of humor.

## **Salary Range (full time and exempt)**

\$100,000-\$125,000 per year

## **Benefits**

- Medical, dental and vision insurance
- Long-term disability, Life & Accidental insurance
- Paid sick leave
- Paid vacation and holidays
- Participation in the Retirement Systems of Alabama (RSA)

Please email resumes by May 20, 2024 to:

[BurrittCEOExecutiveSearch@gmail.com](mailto:BurrittCEOExecutiveSearch@gmail.com)

Burritt Museum/Burritt on the Mountain is committed to providing equal employment opportunities to all applicants for employment. Accordingly, all terms and conditions of employment will be carried out without regard to race, color, religion or creed, national origin or ancestry, sex (including pregnancy, sexual orientation, or gender identity) age (40 or older), status as an individual with a physical or mental disability, veteran status, genetic information and citizenship, or any other factor protected by federal, state, or local law.

Web site: [burrittonthemountain.com](http://burrittonthemountain.com)