

**NEW JERSEY DEPARTMENT OF STATE
P.O. BOX 459 TRENTON, NJ 08625
NOTICE OF JOB VACANCY**

ISSUE DATE: October 27, 2021

CLOSING DATE: November 30, 2021

OPEN TO: State Employees & General Public

POSTING # STA-2021 -033

DIVISION: Division of NJ Historical Commission

SALARY: \$85,000.00

TITLE: Executive Director of the New Jersey Cultural Trust

Location: 33 W. State St., Trenton N.J.

New Jersey Cultural Trust: The New Jersey Cultural Trust was created in July 2000 as a public/private partnership to help ensure a stable and healthy nonprofit cultural industry that is sustainable even in the toughest of economic times. The Trust provides grants to support capital projects, endowments, and institutional and financial stabilization of arts, history, and humanities organizations in New Jersey. Funding for the grants comes from interest earned on the Cultural Trust Fund, which is a permanent investment fund.

JOB DESCRIPTION: The Executive Director (ED) bears responsibility for all aspects of Cultural Trust operations and programs under the direction of the New Jersey Cultural Trust Board. Responsibilities include carrying out all board actions and policies; hiring and supervision of staff when applicable; coordinating strategic planning; preparing for all board and committee meetings; maintaining signatory authority on behalf of the Board; executing contracts; monitoring all awards and contracts; providing assistance and support to constituents; serving as a central contact for inquiries about NJCT grant programs; making public appearances and presentations on behalf of the Trust; coordinating public communications; spearheading development and marketing functions; preparing budgets and securing the annual audit (when required); acting as the liaison to the Department of State, making such reports as are required to the Secretary of State, the Governor, and the Legislature; and maintaining communications between the Trust and the recommending agencies. The ED also manages the administration of the Cultural Trust's grant program in SAGE, the state's System for Administering Grants Electronically.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree; Advanced degree preferred.

EXPERIENCE: A minimum of five (5) year's experience in non-profit management, business management, philanthropy, development, or a related field.

SKILLS AND KNOWLEDGE:

- Proficiency in Microsoft Office suite and familiarity with online database programs.
- Strong writing and communication skills are required, as is experience in project and time management.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

APPLICANT INFORMATION: Applicants should submit a cover letter with announcement number STA 2021- 033 in the subject, resume, transcripts (unofficial copies are acceptable) and employment application (employment application can be found here) <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf> by close of business (5:00 P.M. Eastern Standard Time) on November 10, 2021 to Employment.Recruiter@sos.nj.gov

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