



Venturing Crew 1717
Hartwood, Va 22406
540-752-4671



Position Descriptions

THE HARTWOOD DAYS FESTIVAL COMMITTEE

List of positions both full and not full

LHA (Living History Area) Director – Currently Vacant

This volunteer would assist as the coordinator for the units in the Living History Area during Hartwood Days. Duties would include

- Assisting in inviting units/people to participate in the event
- assisting/directing units as to where they should set up on site
- working with the units to ensure they had a good experience
- advising the Hartwood Days Committee on ways that we could make the LHA better for the visitors and the historians

This volunteer would be entitled to a special e-mail account with the Hartwood Days Committee (if they wished to use it) or could use their own account for coordination. Applicant should have a working knowledge of the Living Historian culture and lifestyle.

Food Service Director

Reporting to the Festival Chair, the Food Service Director will handle all issues with on site food vending. Duties would include

- Assist in the screening and approval of Food Vendors to provide food booths at the Festival, IAW Festival policies
- Ensuring that payment was collected, whether at registration, or if the 10% option is elected, at the end of the festival
- Coordinate with state and county officials to ensure that State of Virginia and Stafford County Food Service requirements are met

This volunteer position would be entitled to use the special e-mail forwarding address, and is a member of the Site Support Team.

Event Field Coordinator

Reporting to the Festival Chair, the Event Field Director will be the driving force behind the activities & experiences for patrons of the Hartwood Days Festival. They will work closely with the Festival Chairman during planning to provide input and during execution to maintain a smooth operation. It is recommended that they establish a Sub-Committee to achieve the desired goals. Additionally they will:

- Solicit and Manage Vendor, Exhibitor, and Exhibitor Instructor applications
- Coordinate and Manage Trailblazer Event
- Develop the Festival “map”, assigning booth locations
- Assist with the setup and breakdown of the Festival grounds
- Ensure proper placement of booths the morning of the Festival (vendors, exhibitors)



Venturing Crew 1717
Hartwood, Va 22406
540-752-4671



- Coordinate closely with the Site Support Director and Rides Coordinator to maintain situational awareness during planning and execution

Marketing Director – Currently Vacant

Reporting to the Festival Chair, the Marketing Director will set and guide the strategy for all communications, website, and public relations messages and collateral to increase awareness, drive patronage, and consistently articulate the Hartwood Days Festival's offerings. The Marketing Director will work closely with the Festival Chairman as the communications partner on a variety of strategic initiatives, and is authorized to establish a Sub-Committee to achieve the desired goals if needed. Additionally they will

- Develop, implement, and evaluate the annual communications plan across the network's discreet audiences in collaboration with the Hartwood Days Festival Committee and constituents
- Lead the generation of online content that engages audience segments and leads to measurable action. Decide who, where, and when to disseminate
- Put communications vehicles in place to create momentum and awareness as well as to test the effectiveness of communications activities
- Mentor and lead sub-committee members
- Coordinate webpage maintenance—ensure that new and consistent information (article links, stories, and events) is posted regularly
- Track and measure the level of engagement within the network over time
- Manage development, distribution, and maintenance of all audio, visual, print and electronic collateral including, but not limited to, Radio, television, newsletters, brochures, annual report, e-newsletters, and Festival website
- Manage all media contacts

For this important Volunteer position we are seeking an accomplished Director of Communications who has at least 10 years of communications experience, ideally in an “in-house” leadership role within a complex (number and variety of constituents) entity, and covering areas such as website content, newsletters, and donor communications. The ability to take knowledge and transform it into exciting and useful messages, and disseminate it to the right audiences through the best distribution channels is critical.

- Highly collaborative style; experience developing and implementing communications strategies
- Excellent writing/editing and verbal communication skills
- A strong track record as an implementer who thrives on managing a variety of key initiatives
- Concurrently
- Relationship builder with the flexibility and finesse to “manage by influence”
- High energy, maturity, and leadership with the ability to serve as a unifying force and to position communications discussions at both the strategic and tactical levels
- Sincere commitment to work collaboratively with all constituent groups, including Festival Committee and board members, volunteers, sponsors, donors, program participants, and other supporters



Venturing Crew 1717
Hartwood, Va 22406
540-752-4671



- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives

Site Support Director – Vacant

Reporting to the Festival Chair, the Site Support Director will be the driving force behind the scenes to ensure that a pleasing experience is remembered by patrons at Hartwood Days Festival. The Site Support Director will work closely with the Festival Chairman during planning to provide input and during execution to maintain a smooth operation. It is recommended that they establish a Sub-Committee to achieve the desired goals. Additionally they will:

- Assist with the setup and breakdown of the Festival grounds and LHA if needed
- Coordinate closely with the Event Field Director and Rides Coordinator to maintain situational awareness during planning and execution
- Assist the LHA Director with the Water Tank as needed
- Procurement of the use of either a Gator-type vehicle or Golf Carts for use by the Chair and the Site Support sub-committee during the event
- Assist with the placement of booths the morning of the Festival (vendors, exhibitors)
- Assist in maintaining the cleanliness of the Festival Grounds
- Maintain the cleanliness of the CEC
- Coordinate with the contractor for bathroom support and assist in maintaining their cleanliness
- Coordinate with Stafford County Sherriff's Department for Traffic Control, and manage Free Parking efforts

Badge Day Workshop Coordinators

- Boy Scout/Cub Scout – Mr. Ken Buszta

Applicant should have a working knowledge of the process of earning Boy Scout Merit Badges, Cub Scout Beltloops & Pins (to be referred to as 'badges' for the remainder of this document) , and the process of applying for Merit Badge Counselor through the Boy Scouts of America (BSA). Position will involve analyzing requirements for badges and determining their suitability for inclusion in the Hartwood Days Festival Badge Day Workshop offered by Venturing Crew 1717. Must be able to effectively communicate with people both verbally and through writing, and must portray a personable, pleasant demeanor both on the phone and in person, as this position will need to coordinate both with official representatives of the BSA, community businesses and organizations, and members of the community. Position will involve locating and analyzing rarely earned, specialty badges which can be completed to discern whether the badge could effectively be completed to an 80-85% degree of completion on-site at the festival. Position will determine which business or organization would make suitable subject matter experts to conduct instruction, and contact them to secure instructors for the workshop. Authorized by the board to establish a Sub-Committee, if needed, to execute required tasks. This is a volunteer position. To apply, please send a brief letter containing your qualifications and desire to assist in this capacity to hartwooddays@crew1717.org

- Girl Scout Badge Coordinator



Venturing Crew 1717
Hartwood, Va 22406
540-752-4671



Applicant should have a working knowledge of the process of earning Try-its, Badges, & IP's (to be referred to as 'badges' for the remainder of this document) through the Girl Scouts of the United States of America (GSUSA). Position will involve analyzing requirements for badges and determining their suitability for inclusion in the Hartwood Days Festival Badge Day Workshop offered by Venturing Crew 1717. Must be able to effectively communicate with people both verbally and through writing, and must portray a personable, pleasant demeanor both on the phone and in person, as this position will need to coordinate both with official representatives of the GSUSA, community businesses and organizations, and members of the community. Position will involve locating and analyzing specialty badges from "council's own" programs across the country. Badges will be screened to determine if the program is still being offered, and position will discern whether the badge could effectively be completed to an 80-85% degree of completion on-site at the festival. Position will determine which business or organization would make suitable subject matter experts to conduct instruction, and contact them to secure instructors for the workshop. Authorized by the board to establish a Sub-Committee, if needed, to execute required tasks. This is a volunteer position. To apply, please send a brief letter containing your qualifications and desire to assist in this capacity to hartwooddays@crew1717.org

Capital Development Director – Vacant

Reporting to the Festival Chair, the Capital Development Director works closely with the Treasurer and the Board of Directors to provide funding for the Festival in the form of Partnerships & Sponsorships from businesses or individuals. When a sponsorship is not possible, the business is offered a chance to be a vendor. They are authorized to establish a Sub-Committee to achieve the desired goals if needed. Additionally they will:

- Understand the development of the festival budget
- Develop and execute the Festivals annual fundraising plan
- Work with the Treasurer to oversee cash flow planning and ensure availability of funds as needed
- Represent the Festival to potential donors, Sponsors, or business partners
- Should be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing a finance staff
- Be familiar with, and able to implement methods and strategies to secure financial support from individuals, foundations and corporations
- Develop and maintain ongoing relationships with major donors
- Overseeing organization of special fundraising events
- Developing and tracking proposals and reports for all foundation and corporate fundraising

This volunteer position would be entitled to use the special e-mail forwarding address, and is a member of the Strategic Support Team.

Board of Directors, Chief Financial Officer (CFO or Treasurer)



Venturing Crew 1717
Hartwood, Va 22406
540-752-4671



The chief financial officer (CFO) is responsible for all financial matters of the Hartwood Days Festival. The CFO will report to and work closely with the Festival Chair, and Capital Development Director. In addition, s/he will partner with the senior leadership and the board of directors to develop and implement strategies across the operating environment of the Festival. The CFO will oversee all compliance and recognition for government (federal and state) contracts and private grants.

Specific responsibilities include:

Finance

- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investment, and asset management.
- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the festival's operations and business plans.

Planning, Policy, and Investor Relations

- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Participate in committee policy development as a member of the Board.
- Engage the finance committee to develop short-, medium-, and long-term financial plans and projections.
- Represent the committee to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- Remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.

Accounting and Administration

- Oversee the accounting department to ensure proper maintenance of all accounting systems and function; supervise the Committee's finance & Capital Development staff.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting; oversee the preparation and communication of financial statements.
- Coordinate audits
- Ensure legal and regulatory compliance regarding all financial functions.



Venturing Crew 1717
Hartwood, Va 22406
540-752-4671



Qualifications

The CFO will be a seasoned and mature leader with at least 12-15 years of broad finance experience, ideally beginning in audit, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership. S/he will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a complex nonprofit with multiple funding sources including government (federal and state) contracts and an affiliate structure with diverse program areas delivered nationally.

The CFO will have the following experience and attributes:

- A minimum of a BS; a CPA and/or MBA would be a plus.
- At least five years experience as CFO or equivalent, preferably in a nonprofit organization
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Significant experience in or knowledge of nonprofit accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organization skills.