### Position Summary:
Assist with implementing leadership programs on the battlefield and in the Gettysburg National Military Park Museum & Visitor Center. Enter program information into database and prepare necessary logistical issues for each program. Support the Philanthropy team on prospecting for potential clients and following up with clients for future visits.

### THE ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

#### Maintain and organize supply room
- Order and maintain necessary amounts of supplies for programs (i.e., snacks, water and booklets)
- Copy logistical receipts and send to finance accounts payable

#### Enter and update all Tessitura data according to leadership process
- Enter all program information in Tessitura database
- Regularly run reports such as invoice details, transaction details and attendance by performance to assist in tracking payments
- Enter data on all designated reports weekly or as programs are added

#### Prep for programs
- Prepare necessary materials for each leadership program including books/binders, name tags, participant lists, challenge coins, etc. and maintain inventory levels
- Finalize all details for day of program to ensure the highest quality of program delivery, including taking the initiative to contact caterer, bus company and other clients as needed

#### Registration
- Register in Tessitura all participants who sign up individually
- Track food orders of individual clients when necessary

#### Plan logistics and support for assigned programs
- Coordinate leadership program calendars with the Program Manager
- Follow leadership program checklist and plan vendors for groups as timely as possible, prepare all necessary paperwork for payment and maintain contact with Finance Department
- Help set up and clean up as necessary, including table & chair setup/tear down, trash removal, wiping tables, sweeping floors, delivering needed supplies, meeting the caterer, etc.

#### Provide on the field support to guide on assigned programs
- If necessary, join programs on the field and direct bus driver during program. Provide snacks, water, etc. as needed on the field. Watch timing for guide, answer and direct questions on the field and support as needed to ensure the highest-quality program

#### Develop client materials
- Using templates, develop proposals, contracts, invoices, receipts and certificates of completion as directed by the Program Manager for delivery to clients
- Join the Program manager and Senior Director on Client Meetings as directed

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THE DESCRIPTION ABOVE REPRESENTS THE MOST SIGNIFICANT ESSENTIAL DUTIES OF THE JOB BUT DOES NOT EXCLUDE OTHERS.
THE NON-ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- As Leadership clients are potential donors, the Leadership Program Associate will play a role in fundraising activities throughout the year and must be comfortable talking to clients about their philanthropic goals.

**EDUCATION/SPECIAL SKILLS/EXPERIENCE:**

- Bachelor’s degree required (Humanities degree preferred; interest in the Civil War is necessary)
- Organized yet flexible, as programs can change in a moment
- Must possess excellent communication skills, both verbal and written, and interpersonal skills
- Familiarity with Microsoft Office, databases and other typical software used in a professional office setting
- Willingness to have an office desk inside a 19th century farmhouse on 80 acres
- Must have a sense of humor

**PHYSICAL/MENTAL CHARACTERISTICS OF THE POSITION AND ENVIRONMENTAL FACTORS OF THE WORKPLACE:**

- Ability to adapt to fast-paced situations
- Ability to work irregular hours including possible evenings/weekends
- Must be able to traverse all areas where the program is held and accompany a program during weather extremes for several hours
- Ability to lift, carry, climb, sit, etc. for various events

*This position description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee. The Gettysburg Foundation retains the discretion to add to or change the duties of the position at any time with or without notice.*

| Employee Acknowledgement Date | Supervisor Acknowledgement Date |