



**WE ARE
HIRING**



**EXECUTIVE DIRECTOR
ARKANSAS SPORTS HALL OF FAME**

THE EXECUTIVE DIRECTOR (ED) OF THE AR SPORTS HALL OF FAME IS RESPONSIBLE FOR THE LEADERSHIP & DAILY MANAGEMENT OF THE ORGANIZATION AND ITS MUSEUM. REPORTING DIRECTLY TO THE BOARD OF DIRECTORS, THE ED WORKS IN COLLABORATION WITH BOARD MEMBERS TO PRESERVE ARKANAS SPORTS HISTORY, HONOR ACHIEVEMENTS IN ATHLETICS, AND PROMOTE EDUCATIONAL OPPORTUNITIES THROUGH OUR SCHOLARSHIP PROGRAM.

Responsibilities include:

- Leadership & Administration
- Financial Management
- Event Management
- Fundraising & Development
- Museum & Facilities Oversight
- Public Relations & Communications

APPLY NOW

WWW.ARKSPORTSHALLOFFAME.COM

OR EMAIL RESUME TO

TCJOHNSON@ARKSPORTSHALLOFFAME.ORG

EXECUTIVE DIRECTOR OF ARKANSAS SPORTS HALL OF FAME

GENERAL

The Executive Director (ED) of the Arkansas Sports Hall of Fame (ASHOF) is responsible for the leadership and daily management of the organization and its museum. Reporting directly to the ASHOF Board of Directors, the ED works in collaboration with board members to preserve Arkansas's sports history, honor achievements in athletics, and promote educational opportunities through scholarships.

1. LEADERSHIP & ADMINISTRATION

- Oversee day-to-day operations of ASHOF and the Museum.
- Assist in meeting ASHOF's short- and long-term strategic goals.
- Prepare and submit required reports to the Board and relevant entities.
- Serve as an ex-officio member of all ASHOF committees.
- Coordinate logistics, setup, and communication for all ASHOF meetings and events.

2. FINANCIAL MANAGEMENT

- Collaborate with the Board to develop and manage the annual budget.
- Maintain accurate financial records; handle all income collection and expense payments.
- Provide regular financial reports to the Board and external agencies as required.

3. EVENT MANAGEMENT

- Plan, coordinate and document all ASHOF Board Meetings.
- Plan, coordinate, and evaluate major ASHOF events, including:
 - Annual Induction Banquet
 - Celebrity Golf Tournament
 - Annual VIP Reception
- Create and manage budgets for each event and monitor performance.

4. FUNDRAISING & DEVELOPMENT

- Drive year-round fundraising efforts, including donor outreach and sponsorship acquisition.
- Increase sponsorships and participation in the Inductee Banquet and Celebrity Golf Tournament.
- Expand and retain ASHOF membership base.

5. MUSEUM & FACILITIES OVERSIGHT

- Manage scheduling of events and meetings at the Museum.
- Maintain exhibits and ensure an engaging visitor experience.

- Promote the Museum as a cultural and event venue.

6. PUBLIC RELATIONS & COMMUNICATIONS

- Serve as the professional spokesperson for ASHOF.
- Increase ASHOF's visibility via social media, website, traditional media (TV, radio), and public appearances.
- Actively manage ASHOF social media accounts and website.
- Stay current with trends in media, sports, and technology.

QUALIFICATIONS

- Bachelor's degree or higher (preferred fields: business, marketing, management, finance, nonprofit leadership).
- Strong skills in organization, communication, accounting, and leadership.
- Proven experience in fundraising and event management.
- Ability to multitask, work independently, and adapt in a structured environment.
- Professional demeanor and effective verbal/written communication.
- Strong networking abilities and ties to the sports or business community.
- Excellent references required.