About The H. E. Butt Family Foundation (HEBFF)

The history of the programs runs parallel to the history of the Butt family. Early in the twentieth century, while delivering groceries for his mother’s fledgling Kerrville grocery store, a young Howard Butt, Sr., first glimpsed the sublime and expansive landscape that characterized the ranches outside of town. His imagination was piqued, and he vowed that if he were ever able, he would purchase such a place so that other children would have a chance to experience that same wonder.

By 1954, the little grocery store had grown into a thriving regional institution (the H-E-B Grocery Company). Howard and Mary Holdsworth Butt found themselves with the means to purchase the 1,900-acre Wolfe Ranch near Leakey, Texas. The desire from the beginning was to make the property a place for others. Starting with the Foundation Camps (serving underprivileged children), a program of service and hospitality steadily began to take shape along the Frio River.

Laity Lodge hosted its first retreat in June 1961 under the direction of Howard and Mary’s son Howard Butt, Jr., who had only recently turned his sights from the grocery business to the work of lay ministry. While the reins of H-E-B would pass to his brother Charles, Howard’s pioneering work would equip the “laity” to rediscover the high calling, the sacredness, of all work. The Laity Lodge program would be built around intimate gatherings of laymen and pastors, men and women, at retreats combining spiritual renewal and physical rest.

Over the coming decades, the vision continued to grow, and HEBFF has expanded its current program offerings in the Canyon to five operating areas: Laity Lodge, Laity Lodge Family Camp, Laity Lodge Youth Camp, Foundation Camps, and HEBFF Outdoor. In recent years, under the leadership of Howard Butt, Jr.’s son-in-law, David Rogers, in close collaboration with his wife, Deborah, Foundation resources have increased, and the organization is now broadening its program capabilities beyond the Canyon. For more information on The H. E. Butt Family Foundation, please visit http://www.hebff.org.
PROGRAM MISSION STATEMENT:
The Communications team applies strategic insight, creative editorial and design abilities, and disciplined project management skills to align HEBFF programs’ branding, marketing, and communications efforts with the Foundation’s strategic vision and our programs’ own marketing objectives. Communications helps build successful programs by crafting memorable, quality content that reinforces our brand, inspires and engages our constituents and employees, and educates the broader public on the Foundation’s mission and ongoing work. Our team executes both internal and external communications across a variety of channels including print, mobile, video, web, email, and merchandise.

POSITION SUMMARY:
The Archivist will support the design and implementation of the archive plan together with maintaining the archives and developing and fulfilling necessary strategies.

ESSENTIAL FUNCTIONS:
• Support the development of and implementation of critical policies, procedures, and best practices that ensure successful archiving, to include:
  o Records Retention Policy
  o Records Retention Schedule with Indexing System
    ▪ Incorporate the disposition of digital records into the existing records retention schedule
    ▪ Coordinate the preservation of programmatic information in cooperation with the Programs, Communications, and Guest Care staff
  o Deed of Gift Agreement
  o The digitization processes
    ▪ Plans and procedures for managing digital archival holdings including the maintenance of the preservation plan to ensure that the current maintenance procedures and responsibilities of staff are up to date and confirm the integrity of the digital files
  o The policy for accessing archives
• Identify and maintain permanently valuable artifacts to ensure that past, current, and future items are both preserved properly and appropriately accessible
• Assist Programs/departments to archive and access content for HEBFF use including:
  o Photos; video; audio; written
  o Digitally archived computer network files

QUALIFICATIONS:
• Library/Information Sciences degree
  o Advanced degree preferred
• Archive knowledge and relevant experience including digital archiving
• Able to commit to a 2-year role
COMPETENCIES–Knowledge, Skills, and Abilities:
• Software knowledge for digital recordkeeping
• Project management skills
• Demonstrated ability to work independently with minimal oversite
• Able to work within budget constraints as a fiscally responsible steward of financial resources

REPORTING RELATIONSHIPS
• This position will report directly to the Director of Communications Operations.

COMPENSATION
• Competitive salary
• Health insurance
• Retirement benefits
• Paid vacation and holiday time

This position will be based out of the HEBFF offices in Kerrville, Texas.

For more information and/or to apply, contact sseverson@hebff.org or call 713-303-7086.