

GOODHUE COUNTY HISTORY CENTER – JOB DESCRIPTION

POSITION: Executive Director - Final	POSITION STATUS: Full-time, Exempt
ACCOUNTABLE TO: Board of Directors	REVISION DATE: February 5, 2018

Position Summary:

The Executive Director is the public face of the Goodhue County Historical Society. The Executive Director conducts the affairs of the Society, implements the policies and plans adopted by its Board of Directors, and provides strategic and operational leadership for the organization as a whole. The Executive Director is charged with developing and maintaining the long-term sustainability and building on the Society's record of accomplishment in all its programs.

A background in successful development of constituent relationships that result in major individual gifts, foundation grants, corporate sponsorships and other sources of philanthropic support is a required characteristic for this position.

The Executive Director is hired by and reports directly to the Board of Directors.

Educational Requirements

A Bachelor's Degree in Business, Management, Museum or Non-profit Management or related field with a minimum four years of work experience is required. Sensitivity toward history or actual experience administrating history is required. A graduate degree is desirable.

Principal Responsibilities:

The Executive Director's responsibilities include, but are not limited to, the following:

- Professionally representing the Society establishing sound working relationships with government and community organizations, other historical preservation organizations, as well as individual, corporate, and other funding entities.
- Providing leadership in developing, with the Board of Directors, long and short-term programs, organizational and financial strategies and goals, and in carrying out plans and policies authorized by the Board in a timely, effective manner.
- Supporting the Board in its governance role.
- Keeping the Board fully informed of, and submitting regular reports about the condition of the Society and important issues facing it.
- Recommending policies and initiatives to the Board of Directors or relevant committees as appropriate.
- Maintaining a working knowledge of significant developments and trends in museum management, ensuring that the Society maintains best practices and highest standards in all program areas and operations.
- Serving, along with the Board Chairperson and others as needed, as a spokesperson for the Society in most circumstances, except as provided by policy. Maintaining relationships with local and regional news organizations.
- Performing any other duties as and when assigned.

Development and Finance:

In conjunction with the Board of Directors and appropriate committees:

- Develop and manage a balanced annual budget.
- Develop and cultivate new donors, sponsors, and foundation supporters.
- Develop new and expanded earned revenue strategies.

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- Plan and implement fundraising for major capital improvements.
- Secure grants to support programs, exhibits and general operating expenditures.
- Secure annual gifts, grants and sponsorships, and sustaining memberships.
- Oversee fundraising events

Operations:

The Executive Director is required to build capacity in the Society's many partners such as Goodhue County, the City of Red Wing, and other community groups like Rotary, Kiwanis, Chamber of Commerce, and Heritage Preservation Commissions to name a few. Some operational duties include but are not limited to:

- Conduct official correspondence of the Society in a timely manner. With designated officers, execute legal documents for the Society.
- Maintain official records and documents, and ensure compliance with federal, state, and local regulations.
- Maintain current records of members, donors, and other contributors, or oversee that such recordkeeping is done.
- Ensure the appropriate preservation and conservation of the Society's historic sites, collections, and other assets and resources.
- Develop and maintain a communication plan.
- Supervise publications and marketing of the Society.
- Evaluate, develop, oversee and promote the Society's programs: Education, Library, Tours, Special Events, Exhibitions, Publications, and Museum Shops.
- Ensure collections are appropriately maintained, fully cataloged, and secured.
- Ensure staffing of the History Center Research Library according to the established schedule.
- Supervise the development of an annual calendar of rotating exhibits from both existing collections and through the use of traveling exhibits supported by grants, if available, on an ongoing and frequent basis.

Personnel:

- Responsible for recruitment and discipline.
- Responsible for hiring and termination of personnel in collaboration with the Personnel Committee, and with the concurrence of the Board of Directors.
- Supervise staff, and interns, providing leadership that fosters loyalty, integrity, commitment and creative thinking.
- Supervise the development of an active and involved volunteer base with plans for recruitment and descriptions of specific duties to be performed.
- Maintain hours of operation as established by the Board of Directors, arrange for the staffing of Society facilities to cover these hours of operation, and other staff scheduling as needed. Track staff and volunteer hours.
- Ensure an open and cordial communications environment with employees.
- Ensure a staff member is present at Board and committee meetings, according to the wishes of the Board or committee chair requests.

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- Encourage and support staff development and education within the available budget.
- Ensure regular staff performance evaluations are conducted and that sound human resource practices are in place and utilized.

Experience and Skills:

The ideal candidate will have:

- Demonstrated experience managing a museum or historical society and its programs. Experience in a leadership position with a non-profit organization is desirable.
- Excellent organizational and administrative skills, the ability to plan, set goals and objectives and prioritize resources and time. The ability to attend to details while maintaining a “big picture” prospective is required.
- The demonstrated ability to create and implement new programs.
- A solid understanding of finance, marketing and organizational development.
- A demonstrated understanding and appreciation of the importance of communications and marketing.
- Knowledge of the materials, resources, and skills necessary to provide professional conservation and preservation of museum collections and exhibits.
- A proficiency in computer usage, particularly Microsoft Office programs, PastPerfect software, and QuickBooks financial management software.

Attributes:

The position requires an individual who has:

- A “big picture” management style, creativity, and an innovative and strategic outlook.
- An appreciation for and knowledge of strategic planning.
- A willingness to grow, listen and learn.
- The ability to adapt to the ever changing needs of the Society and its History Center.
- A passion for local history, knowledge of Goodhue County history or a willingness to learn.
- The ability to be flexible, efficient, organized and enthusiastic.
- The ability to handle unique requests and complaints, complete reports, manage information and to keep thorough, detailed and organized records.
- The ability to use creativity in program implementation and marketing, especially when solving problems with limited resources.

Measurable Objectives:

- Fundraising as measured by meeting the goals established by the Board of Directors relating to:
 - Events
 - Government Subsidies
 - Grants
 - Membership Sustainability
- Quality/Customer Service as measured by continued above average ratings obtained on visitor and member surveys.

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- Budgetary Management as measured by creatively operating within defined budgetary limits established by the Board of Directors.
- Public Relations – Outreach as measured by:
 - Successful implementation of county-wide programming within the schools.
 - Successful implementation of joint events involving the other historical organizations within Goodhue County.
 - Successful and sustaining financial support from individual Goodhue County townships.

Physical Demands and Working Conditions:

- The Executive Director generally works in a normal office environment with irregular exposure to heat and cold when conducting public speaking engagements, evaluating offered collections in situ, counseling those seeking advice in caring for their objects, and touring historic properties.
- The Executive Director must be physically able to lift, carry, move or push 50 pounds using proper techniques, and to stoop, bend, stand and/or sit for prolonged periods.
- The Executive Director Position is an exempt position and may require evening or weekend hours as needed.
- All requirements are subject to modification to reasonably accommodate individuals with disabilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. The Goodhue County History Center retains discretion to add or change the duties of this position at any time.

EMPLOYEE: I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my job as set forth. I understand that as the organization’s needs change, my job description may also change.

Signature of Employee

Date