

## **McHenry County Historical Society–Executive Director Job Description**

The Executive Director is responsible for carrying out the Society's mission and vision in terms of operating its facilities and programs. The Executive Director will also develop and promote a favorable impression of the McHenry County Historical Society and Museum in the community. This individual works independently with general guidance from the Executive Committee.

### **Executive Director Responsibilities**

#### **Leadership:**

- Builds alignment across the organization through collaboration and communication
- Fosters a positive environment where members, prospective members, donors, staff, volunteers, and visitors feel welcomed, respected, encouraged, and engaged
- Provides guidance and strategic direction

#### **Board**

- Collaborates with the Board of Directors (and its committees) to develop and implement policies and procedures that support the Society's mission and goals and to ensure that policies are relevant and reviewed on a scheduled basis
- Collaborates with the Board of Directors to set strategic direction goals and to monitor progress
- Serves as liaison between the Board and staff
- Communicates effectively and provides the Board with timely information regarding issues, challenges, accomplishments, and successes

#### **Staff**

- Oversees efficient and effective day-to-day operations of the organization, including memberships, volunteer recruitment, training, and appreciation, and facilitates optimal use of Neon CRM software
- Recruits, defines staff roles, provides training, sets goals, and conducts performance reviews to maintain a cohesive, trusted, mission-focused, excellent team.
- Works with staff to maintain a high level of communication and collaboration

#### **Museum and Library Collection**

- Oversees the Society's extensive collection of historic artifacts
- Works with the Exhibits Curator to protect, rotate, display, & educationally interpret the Society's collection
- Plans for the housing and protection of the museum and library collection for future generations
- Approves all items deaccessioned from the collection

- Works with the Research Librarian to protect, catalog, educationally interpret, and make the library collection reasonably accessible to the membership and general public for research purposes

## **Finances**

- Works with the staff, finance committee, and treasurer to develop and manage an annual budget
- Works with the bookkeeper to pay bills and oversee payroll
- Directs the filing of all required annual reports
- Researches or directs research to secure grant funding, maintains a grant application calendar, ensures timely reporting

## **Development**

In collaboration with the Development Committee:

- Supports varied forms of fundraising and opportunities, including but not limited to donors and event planning
- Stewards relationships with donors, foundations, corporate sponsors and demonstrates that their gifts are used to effectively support the organization's mission and as earmarked by the donor, if applicable

## **Facilities, Infrastructure, and Technology:**

- Oversees the Society's historic properties and works with the building committee to ensure continued monitoring, maintenance, and preservation of the buildings in the Society's care
- Obtains bids and proposals, coordinates projects, and hires professionals to design improvements and perform repairs; initiates service contracts
- Oversees adequate museum fire and security alarm technology, maintenance, and monitoring
- Oversees Information Technology, including hardware, software, internet, and corresponding contracts. Ensures that proper hardware and software are in place to facilitate customer relations management, fundraising, collaboration, document creation and storage, communication, productivity, and record-keeping
- Manages digital account access, users, and passwords
- Collaborates with Board of Directors and staff to prepare a facilities master plan

## **Programming**

- Plans, develops and promotes an annual schedule of programs, exhibits, and events that align with the museum's mission and which cultivate new visitors, members, and volunteers
- Manages logistics-related programs and events

- Develop metrics and reports on outcomes from each event, to ensure continuing improvements
- Ensures museum staffing during visitor hours

**External Communications:**

- Serves as the primary advocate and spokesperson for MCHS while encouraging and developing museum ambassadors throughout the county.
- Oversees outbound media, including press releases, the museum's Tracer Magazine, Society's Page, and Museum Newsletter, in collaboration with the staff and volunteer editors.
- Markets the Society's programs and services to promote the organization in a clear, concise, and persuasive manner, to reach a wide audience.
- Provides oversight of the Society's website and social media including the posting of upcoming events and up to date society information, and postings which encourage engagement
- Collaborates with other organizations and agencies to promote local history and preservation.