

Executive Director Position - Detailed Job Description

The Executive Director is responsible for carrying out the Society's mission and vision, as it pertains to the operation of the museum and its programs. This individual is responsible to the Society's Board of Directors for all operations of the museum.

This includes:

- Artifact collection
- Exhibits oversight
- Managing staff and
- Maintaining the overall reputation of the Society and the museum in the eyes of volunteers, members, and the public at large.

Core Responsibilities

Staff:

- Oversees efficient and effective day-to-day operation of the organization.
- Responsible for building and supporting a cohesive team, focused upon fulfilling the mission of the organization.
- Staff hiring, training, goal setting and performance reviews.
- Works with staff to maintain a high level of communication, cooperation, continuity, and excellence in the workplace.

Collection:

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

Finances:

- Works with the staff, finance committee and treasurer to develop an annual budget.
- Works with the bookkeeper to pay bills, oversees payroll, directs investments (in coordination with the finance committee), to ensure the sustainability of the organization.
- Directs filing of all required annual reports.

Development, In coordination with the development committee:

- Seeks potential sources of revenue for the organization.
- Varied forms of fundraising, and opportunities including donors, event planning and grant writing.
- Stewards relationships with donors and demonstrates their gifts are used to effectively support the organization's mission.

Facilities:

- 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.
- Initiating and monitoring cleaning and service agreements, obtaining bids and proposals, coordinating construction projects, and hiring professionals to perform repairs.
- Additionally, stays abreast of current regulations that include village inspections and fire prevention measures.
- Provides safe and secure venues that include a high level of basic visitor services with continuing improvements.

Planning and Policies:

- Coordinates with the Board of Directors to set strategic direction, goals, and to monitor progress.
- Works with the Board of Directors and committees to ensure that museum policies are relevant, implemented, and reviewed on a scheduled basis.

Programming:

- In a timely manner, plans and develops an annual mission-focused program schedule in collaboration with staff, for review by the board of directors.
- Takes responsibility for the logistics related to each event.
- Develops metrics and reports on outcomes from each event, to insure continuing improvements.

Communications:

- Serves as the primary advocate and spokesperson for MCHS, while encouraging and developing museum ambassadors throughout the county.
- Oversees all outbound media, including press releases, the museum's Tracer Magazine, Society's Page, and Museum News, in cooperation with the organization's publication designers.
- Markets the Society's programs and services to promote the organization in a clear, concise, and persuasive manner, to reach a wide audience.
- Manages the Society's website and social media, coordinating the posting of upcoming events, news of completed events, and all society information, including frequent updates.
- Collaborates with other organizations and agencies to promote local history and preservation.