

## Nobles County Historical Society (NCHS) - Job Description (9/1/18)

Job Title: Executive Director

Reports To: NCHS Board of Directors

**Position Summary:** The Executive Director is responsible for implementing the policies and plans established by the Board, and for providing organizational leadership in such areas as strategic planning, facilities development, fundraising, budget management, policy development, annual goal setting, membership promotion, data collection, and volunteer recruitment. As the Society's staff leader, the Director will oversee and manage the day-to-day operations of both the museum and pioneer village sites.

### Specific Work Duties:

1. **Board Development:** Facilitate the board's role in adopting the policies/plans necessary to properly guide the Society's operations. Provide the board members with information about policies that have been recommended as best practices by different sources. Support the effective functioning of the board and its established committees and help schedule/plan the meetings of these work groups.
2. **Membership Promotion:** Promote NCHS memberships by sending out timely renewal notices to current members and by keeping membership records up-to-date. Recruit additional people to join the Society by periodically planning and implementing activities designed to reach different audiences, encouraging them to become members. Promote NCHS's latest membership category - business/organization members.
3. **Budget/Financial Management:** Working with the Board Treasurer, develop an annual budget and present it to the board for their approval. Review monthly financial reports to verify they accurately reflect the Society's year-to-date expenditures and receipts.
4. **Fundraising:** Direct all NCHS fundraising efforts. Mobilize the resources necessary to implement any planned fundraising strategies and make follow-up contacts with potential donors, particularly for the Armory's capital funds campaign. Organize the Society's year-end fund drive; prepare the solicitation letter to be sent to members and other potential contributors. Plan/promote public events to engage the community in raising funds to benefit the Society.
5. **Grantwriting:** Monitor grantfunding opportunities available to support NCHS facilities and programming. Assist the Grants Committee in developing project proposals, preparing the grant applications, and submitting any required reports for successfully funded grant projects.
6. **Volunteer Development/Recruitment:** Publicize the Society's needs for volunteers to perform various duties in support of museum and pioneer village operations. Develop a systematic process for establishing specific volunteer positions and for matching the appropriate individuals with these assignments. Provide the assigned volunteers with proper training and supervision.

7. Office Management: Organize the office to facilitate effective and efficient operations. Schedule the staff/volunteers needed to manage the reception desk duties and to respond promptly to inquiries from members and other individuals. Ensure there is an orderly system for filing and maintaining Society records, including such matters as financial transactions, board/committee meeting minutes, tax report filings, donor contributions, and grant applications/reports.
8. Communications: Implement effective methods for communicating with NCHS members about Society matters. Oversee the publication/distribution of a year-end annual report as well as a quarterly newsletter that includes articles about local history and information on NCHS collections. Regularly use social media sites (e.g., website, Facebook, etc.) to give residents daily access to Society news. Utilize public media, including newspapers, radio, and cable TV, to promote NCHS events to a broader audience.
9. Facilities Management: Working with the board's Buildings and Properties Committee, ensure NCHS facilities are well maintained and capable of hosting historical displays that can be viewed by the public. Formulate long-range plans to guarantee the Society will have adequate facilities well into the future, including the additional space needed to accommodate future growth. Ensure that Society buildings are adequately insured and that any required legal documents have been kept up-to-date.
10. Collections Management: Working with the Collections Committee, assure there is a process in place to systematically consider accessioning of new objects into the Society's collections. Monitor the procedures for entering metadata on accessioned objects into the computerized database (i.e., Past Perfect), for labeling these artifacts, and for properly storing them in archival quality containers. Promote NCHS's collections priorities as articulated in the approved collections policy.
11. Exhibit/Program Development: Oversee the development of exhibits to interpret different aspects of Nobles County history. Supervise the exhibit design process to encourage the use of interpretive methods that can engage visitors of all ages with the displays' messages. Facilitate the development of a written interpretive plan identifying NCHS's targeted audiences and the prioritized themes to be incorporated into museum exhibits. Plan a series of presentations on local history topics that appeal to the interests of Society members and the general public.
12. Data Collection: Develop systematic methods for collecting various participant data to enhance marketing efforts and evaluate program effectiveness. Establish visitor sign-in procedures for consistently collecting personal contact information on program attendees. Implement program evaluation activities to enable participants to offer feedback on their experiences and suggestions for how to improve them.
13. Staff Supervision: Hire staff, as allowed for in the budget and as authorized by the board, to perform certain programming functions. Supervise their work and establish a formal process for evaluating their work performance on an annual basis. Provide individual employees with ongoing coaching and formal training to enhance their effectiveness in completing their assigned work tasks.

Qualifications/Skills/Experience:

1. Academic Training: a baccalaureate degree in museum studies, business administration, history, anthropology or a related field
2. Work Experience: preferably, a minimum of 3-5 years in managing a historical society or museum, or working in a leadership position for a non-profit organization
3. Skills:
  - strong organizational, administrative, and marketing skills
  - able to plan, set goals, and establish priorities
  - excellent verbal and written communication skills
  - effective group facilitator
  - knowledgeable about budgets/financial management
  - proven ability to create and implement new programs
  - strong personnel management skills
  - knowledgeable about collections management and exhibit development
  - familiar with best practices concept
  - proficient in computer useage
4. Other Attributes:
  - a passion for local history
  - appreciates the value of long-range planning
  - committed to standards of excellence
  - flexible and willing to learn new ways of doing things

How To Apply:

Individuals interested in applying for the Executive Director position should submit a letter of interest and resume (with references provided), by Friday, March 15, to :

Nobles County Historical Society  
407 12th Street, Suite #2  
Worthington, Minnesota 56187

telephone: (507) 376-4431  
email: nchsociety@gmail.com