

Position Opportunity: Executive Director, Louisa County Historical Society

April 10, 2018

The Louisa County Historical Society (LCHS) seeks an energetic and experienced leader/manager who possesses strong communication and analytic skills to serve as its Executive Director in Louisa, Virginia.

About the Louisa County Historical Society

The LCHS is a community-based organization whose mission is to bring Louisa County history to life. The LCHS accomplishes its mission by preserving and protecting the County's historic artifacts and treasures, and recording and telling the important and untold stories of past Louisians. The LCHS was established in 1966 and is a Section 501(c)(3) charitable organization. The Society also operates the Sargeant Museum of Louisa County located at 214 Fredericksburg Avenue in Louisa, VA.

Job Description Summary

The Executive Director manages the day-to-day affairs of the LCHS, the operation and maintenance of the Sargeant Museum, the development and delivery of LCHS programs and services, and the supervision and oversight of the Society's staff, volunteer, and contract personnel. In support of the Historical Society's Board of Directors and its Committees, the Executive Director is also responsible for maintaining the direction of the Historical Society's long-range planning, for policy development, and for budget preparation and execution. The Executive Director represents the LCHS in the community, participates in events which increase public awareness of the LCHS and its mission, expands community outreach to broaden membership, and performs tasks to help raise funds necessary to support the LCHS.

Duties and Responsibilities

Society Administration and Operations/Museum Management

- Performs tasks flowing from strategic planning done in conjunction with the Board of Directors. Creates short term and annual goals consistent with LCHS strategic planning. Receives direction from the Board of Directors.
- Oversees the daily operations and administration of the museum and its service to patrons and visitors.
- Identifies work requirements. Assigns and supervises the work of staff, personnel, and volunteers. Assures that all staff are properly oriented and trained to meet the requirements and objectives of the LCHS. Creates a congenial and collegial atmosphere among staff, visitors to the Museum and the general public.
- Collaborates with the Museum and Programs Committee to develop, maintain, and refresh exhibits in the Sargeant Museum.
- Oversees the maintenance of membership records in order to retain and grow membership numbers. Maintains the paper and electronic, financial and institutional records of the LCHS. Works with the Museum and Programs Committee to ensure that items donated to the LCHS are appropriately reviewed, accessioned, conserved, preserved, cataloged and archived.

- Works with the Bricks and Mortar Committee to coordinate the maintenance of the museum building, museum grounds, and out buildings. Maintains day-to-day business supplies and equipment. Refreshes major equipment in consultation with the Committee.
- As approved by the Board of Directors, participates in educational and professional development activities to keep abreast of the latest procedures in small museum and historical society management.

Financial Planning and Fund-raising

- Works with the Finance Committee and Treasurer to develop the annual budget for LCHS. Oversees the execution of line items in annual budgets, and corresponding expenses.
- Oversees ongoing daily financial management work. Supervises the updating and the maintenance of the Historical Society's financial records. Adheres to generally accepted cash management principles, and institutes and monitors internal controls necessary for non-profit organizations.
- Drawing on long-range planning goals and budget requests, works with the Fundraising Committee. Assists in the setting of annual revenue goals, tracks collections, and monitors grant and alternate funding opportunities. Builds and maintains relationships with private and corporate benefactors.
- Prepares and oversees the preparation of grant applications relevant to the mission of the LCHS. Recruits resources to implement grant awards. Is responsible for monitoring grant execution progress to completion and meeting required reporting. Monitors expenses associated with awarded grants.

Community Relations and Marketing

- Oversees the development, coordination, and growth of programs and community activities that promote the mission and goals of the LCHS and which benefit community relations.
- Using social media, print media, radio and TV, promotes the LCHS and its events and programs. Assures current and accurate information of the LCHS websites. Meets time-sensitive publication deadlines.
- Through publications, speaking engagements, and personal contact, expand interest and support for LCHS and enhance the Museum's public image and outreach.

Salary Range

- \$40K to \$50K per annum depending on experience and qualifications.

Required Skills and Expertise

- Demonstrated supervisory and administrative skills relevant to volunteer resources and part-time staff.
- Strong communication skills necessary to serve as an effective spokesperson for the LCHS and preparer of grant submissions.
- Experience in program development and fundraising including establishing positive relationships with corporate and private donors.
- Working knowledge of the full financial record-keeping processes and procedures of a successful charitable organization.

- Knowledge of small museum issues, strategies, and policies. Familiar with governing state and local guidelines.
- Proficiency in a PC office environment. Knowledge of and experience with the Microsoft Office applications. Knowledge of and experience with on-line social media applications.
- Interpersonal and team-building skills and the demonstrated ability to coordinate and supervise volunteers and to work with a diverse clientele and varied business and community partners.
- Ability to meet the physical demands of working with and transporting materials contained in a small historical museum with non-standard interior stairs.

Professional Qualifications

- Relevant bachelor's degree from an accredited college or university.
- Preferred two to five year's work experience in a related field demonstrating the abilities required to support the activities of the LCHS and to manage the operation of the Sargeant Museum.
- Graduate and continuing professional development studies may be used to fulfill part of the work experience requirement.

Additional application information

To apply, please email a cover letter and resume (MSWord or PDF format please) to louisahistory2018@gmail.com.

Priority deadline for applications is **May 15, 2018**, but applications will be reviewed on a rolling basis until the position is filled.