

Executive Director

Shawano County Historical Society

Job Title: Executive Director

Reports to: Board of Directors

The Shawano County Historical Society is a small, non-profit organization established in 1941 that has experienced significant growth in the past ten years and now includes seven museum buildings plus an archive and reception center on site, and a train depot located in Gresham. The mission of the SCHS is to identify, preserve, and promote through education the history of Shawano County. The Society provides safe, perpetual care of both artifacts and archives using the best available technology and procedures to preserve Shawano County's history for future generations.

GENERAL JOB DESCRIPTION

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for the Shawano County Historical Society's (SCHS) volunteers, programs, maintenance, expansion, and execution of its mission. S/he will initially develop deep knowledge of core programs, operations, and business plans.

MAJOR DUTIES AND RESPONSIBILITIES

1. Expands revenue generating and fundraising activities to support existing operations as well as expansion.
2. Actively engages and energizes volunteers, board members, event committees, members, and donors.
3. Assures staffing and management of the Sikora Center during scheduled operating hours.
4. Oversees and coordinates activities of volunteers including Archivists, Curator, Docents, Marketing, Membership, Building and Grounds.
5. Builds partnerships with state and local tourism organizations and establishes relationships with donors and political and community leaders.
6. Works with and maintains relationships with local historical societies and the Wisconsin State Historical Society.

OTHER DUTIES AND RESPONSIBILITIES

1. Searches for and writes grant applications.

2. Recruits, trains, and schedules volunteers.
3. Maintains written procedures.
4. Responds to phone calls and emails or re-directs to appropriate individuals.
5. Coordinates fundraising events and attends committee meetings.
6. Attends monthly Board meetings to report on operations and make recommendations.
7. Operates within annual operating budget and makes annual budget recommendations.

QUALIFICATIONS FOR THE JOB

Education:

Bachelor's degree preferred, ideally in museum studies with an emphasis on historic preservation and non-profit management.

Experience:

- Previous management experience in a non-profit environment.
- Ability to coach staff volunteers and develop high-performance teams, set and achieve objectives, and manage a budget.
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of people and cultures.

Other:

- Ability to work effectively with a board of directors and cultivate relationships.
- Strong written and verbal communication skills with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business planning.
- Ability to work effectively in collaboration with diverse groups of people.
- Passion, idealism, integrity, positive attitude, and self-directed.

KEY COMPETENCIES

- Computer skills working with museum software.
- Technical knowledge of computer hardware and networking.
- Knowledge of correct archival and artifact storage and retrieval procedures.
- Persuasive and passionate communicator.

PHYSICAL REQUIREMENTS

Must be able to access and navigate through old buildings on multiple levels with only stairway access and narrow doorways.