



## **Chippewa County Historical Society**

PO Box 303, 151 Arnie Anderson Drive, Montevideo, MN 56265

Chippewahistorical@gmail.com 320-269-7636

### **HISTORICAL SOCIETY EXECUTIVE DIRECTOR**

The Chippewa County Historical Society is in Montevideo, Minnesota, and was founded in 1936. The mission of the Chippewa County Historical Society is to discover, collect, preserve, and disseminate knowledge about the history of Chippewa County and relate it to the history of the state of Minnesota.

#### **OVERVIEW**

#### **Position Description**

The Executive Director serves as the lead staff member and overall administrator for the Chippewa County Historical Society. They are responsible for the day-to-day operations of the historical society's facilities. The Executive Director reports directly to the Board of Directors. This position is designated an at-will, exempt position and may require evening or weekend hours as needed.

#### **Education and Qualifications**

##### **Minimum Qualifications**

- Bachelor's/Associates Degree or Certificate in History, Public History, Museum Studies, Nonprofit Administration/Management, or equivalent degree program. Applicable experience may be substituted.
- Background check.

##### **Desirable Qualifications**

- Experience with Nonprofit Administration/Management.
- Experience with volunteer management.
- ED should be familiar with computer programs: Google suite, Microsoft Word, Excel, email, Collective Access, Adobe, Canva
- Passion for local History.

#### **Administrative Duties**

##### **Daily Operations**

- Provide daily oversight to the operations of the historical society.

- Maintain official records and documents to ensure compliance with federal and state laws.
- Maintaining a working knowledge of museum trends, professional standards, and best practices to be carried out when developing or improving operations, programs, exhibits, and collections care.
- Develop and maintain a Disaster Plan for the historical society.
- Direct and oversee routine maintenance of the site. Provide timely information to the Building & Grounds Committee on potential maintenance issues or necessary repairs.
- Performing any other duties as assigned

### **Board of Directors & Governance**

- Must attend all Board of Director, Executive Committee, and assigned committee meetings. Ensures a staff member is assigned and present at all other committee meetings.
- Provide leadership in developing short and long range goals for the historical society, organizational and financial goals, and effectively carrying out plans and policies established by and with the Board of Directors. This includes making recommendations for policies and initiatives to the Board of Directors or assigned committees. An appreciation for and knowledge of strategic planning is critical.
- Provide support to the Board of Directors in meeting its governance responsibilities as required by law. This includes keeping the Board fully informed and submitting regular reports about the condition and issues facing the Mower County Historical Society. Supervisory
- Responsible for the recruitment, hiring, training, supervision, and evaluation of historical society personnel (both paid staff and volunteers). In collaboration with the Executive Committee, carry out personnel termination as necessary. Ensure the historical society's facilities are adequately staffed for hours of operation, programs, and events to meet the needs of patrons. Track and report personnel hours (both paid staff and volunteers).
- Provide leadership to personnel that fosters loyalty, integrity, commitment and creative thinking. Maintain an open and cordial communication environment for personnel. Encourage and support continuing education efforts for personnel and board members within the available budget.

### **Financial**

- Record daily transactions and prepare deposits on a weekly or as needed basis.
- Working with the Board Treasurer, develop and manage a balanced annual budget as approved by the Board of Directors.

### **Funding & Development Duties**

- Develop and cultivate new donors, members, sponsors, and foundation supporters. Create and maintain a means of regular communication with supporters.

- Identify grant opportunities and develop the appropriate proposals for soliciting funding.
- Develop new and expanded earned revenue strategies.
- Develop, plan, and implement fundraising efforts for annual gifts, memberships, grants, sponsorships, and capital campaigns. Coordinate major fundraising events with the Board of Directors and assigned committees. This includes supporting the Board of Directors and staff members in soliciting contributions to further the historical society's goals and programs.

## **Public Relations Duties Programming and Outreach**

- Develop and organize outreach programs on an annual basis to include school and group tours, and education curriculum.
- The Executive Director should be comfortable and have experience speaking in front of a wide range of audiences.
- Supervise, develop, and evaluate historical society programming and outreach efforts. Maintain a stocked and open museum gift shop.

## **Community Relationships**

- Serves as the public face, along with the Board President, of the Chippewa County Historical Society in a professional manner. Maintains a sound working relationship with government entities and their representatives, community organizations, other historical preservation organizations, and funding entities such as individuals, corporations, and private foundations. Maintaining relationships and connections within the local and regional news media.
- Contribute as an active member of the community through service groups and projects to establish and maintain important connections.
- Must have excellent rapport with a wide range of visitors, customers, and vendors that they will encounter. Excellent customer service is imperative.

## **Marketing**

- Design and deliver relevant publications and marketing materials for the historical society including the quarterly newsletter, regular e-newsletters, brochures, flyers, and pamphlets.
- Develops and disseminates public information for promoting the work and programs of the historical society to relevant media sources.
- Ensure the historical society website, blog, and social media sites are updated regularly.

## **Physical Demands**

- The Executive Director generally works in a normal office environment with irregular exposure to heat and cold when conducting public speaking engagements, evaluating offered collections in situ, counseling those seeking advice in caring for their objects, and touring historic properties.
- The Executive Director must be physically able to lift, carry, move or push 50 pounds using proper techniques, and to stoop, bend, stand and/or sit for prolonged periods.
- All requirements are subject to modification to reasonably accommodate individuals with disabilities.

## **COMPENSATION/BENEFITS INFORMATION**

- \$41,600 Salary per year
- CCHS observes the following holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Eve, Christmas Day. Employees may be required to work on some holidays.
- Paid Time Off:
  - Five days of PTO after completion of six months of employment;
  - Ten days of PTO after the completion of one year of employment;
  - Fifteen days of PTO after the completion of three years of employment.
- Retirement Plan: CCHS will match an employee's contribution, up to 3% of an eligible employee's wages, into the employee's Simple IRA.

## **APPLICATION PROCEDURE**

Please submit a resume and cover letter by March 15, 2023 by 4 PM to:

Chippewa County Historical Society, PO Box 303, Montevideo MN 56265 or electronically to [chippewahistorical@gmail.com](mailto:chippewahistorical@gmail.com).

Closing date March 15, 2023.