



POSITION: EXECUTIVE DIRECTOR

CLASSIFICATION: Full-time

JOB SUMMARY: The Cumberland County Historical Society (CCHS) located in Carlisle, PA, seeks a highly motivated, well organized, energetic Executive Director (ED). The ED of the CCHS is the chief operating and administrative officer of CCHS. CCHS is a membership-based nonprofit organization. This senior leadership position demands vision and implementation capabilities to produce consistently over time growth of the Society which includes a museum, library and archives, education program, rental facilities, museum shop, three buildings including an historic property listed on the National Register of Historic Places, and extensive community outreach activities throughout Cumberland County. The ED reports to the Board of Trustees and has general supervision of all full time, part time and contractual staff. The ED is responsible for the management and has executive responsibility over CCHS properties, operations, and financial affairs including fund raising from grant opportunities, and public and private sources. The ED shall see that the policies and programs adopted or approved by the Board of Trustees are carried out and expectations are achieved. The Executive Director shall exercise such powers and duties as prescribed in the CCHS Bylaws and is the official spokesperson for the CCHS.

DEVELOPMENT:

- Recommends, implements and coordinates strategic fundraising projects as approved by the Board.
- Responsible for targeting and implementing funding from public and private sources. Identifying grants that would support CCHS projects and overseeing the grant process.
- Develops and tracks strategies for annual fundraising goals.
- Promotes Planned Giving Program.
- Identifies and cultivates donors and ensures both donor and membership numbers increase annually.
- Creates donor naming opportunities and develops donor recognition.

ADMINISTRATION:

- Provides strategic vision for CCHS, informed by knowledge of current practices within history-related fields.
- Carries out the policies and directives of the Board of Trustees and the mission of CCHS.
- Recommends and advises the Board of Trustees on mission, policies, procedures and goals. Assists the Board in effectively discharging their responsibilities.
- Develops Board meeting agenda, prepares monthly report, and participates in scheduled Board meetings.
- Recommends and implements goals, objectives and strategies.
- Works with Board and staff to develop and carry out the Strategic Plan.
- Attends Executive Committee meetings and other standing and special committee meetings.
- Oversees and guides education program planning and exhibition planning, development and implementation.
- Oversees daily operations of CCHS to achieve goals within available resources.
- Oversees and guides membership development and cultivation of new and existing members.
- Oversees all publications and printed materials of the CCHS and makes recommendations for changes to publication program.
- Oversees collection management in adherence with professional standards.
- Works with the Board to identify needs for capital purchases, major renovations, rentals, leasing and expansion.
- Responsible for overseeing management and maintenance of the Society's buildings.

PUBLIC RELATIONS:

- Represents the CCHS at professional meetings, civic and government groups and promotes partnerships and collaborations with other regional institutions.
- Promotes CCHS through contacts with media, businesses, government officials and visitors including students and researchers. Promotes and encourages a friendly and positive image to visitors and to the public.
- Works with staff to identify new ways to promote CCHS' mission and collections through in-person and online channels.
- Oversees the implementation, maintenance and expansion of website, social media presence and electronic communication.
- Works with journal editor to prepare annual journal, *Cumberland County History*.
- Supervises volunteer program and encourages new ways to recruit and utilize volunteers,

FINANCIAL:

- Develops and manages an annual budget.

- Works with the Treasurer and Finance Committee to alert the Board to possible future financial problems.
- Works with the Shop Manager to set guidelines to achieve shop objectives and profitability.
- Coordinates annual audit.
- Prepares and reviews financial reports with the Finance Committee and Board.
- Reviews payments, signs checks, and is the official signer of contracts.
- Oversees financial operations and segregation of financial duties.

PERSONNEL:

- Hires, supervises and performs semi-annual and annual staff evaluations based on matrix guidelines.
- Updates job descriptions and performance plans for staff and volunteers to assure efficiency and effectiveness.
- Administers the personnel policies.
- Guides staff with regularly scheduled meetings to discuss upcoming events, workflow priorities and expectations, and to gain feedback.
- Encourages professional development of self and staff.
- Promotes and encourages staff to develop creative solutions to problems and new initiatives.

JOB SKILLS AND QUALIFICATIONS:

- Master's Degree in public history, museum studies or a non-profit related field.
- Five years administration experience in the museum field or non-profit business related field. .
- Strong leadership and management skills including financial management.
- Demonstrated background in strategic planning, budgeting, forecasting and growing membership.
- Demonstrated ability of fundraising techniques, soliciting donors and grant writing.
- Excellent oral and written communications skills.
- Knowledge of non-profit structure and function with strong organizational and problem-solving skills.
- Knowledge of professional standards for public history, archival management, and museum practices.
- Computer skills, technology proficiency, and experience with common web and social media resources.

The Cumberland County Historical Society is an Equal Opportunity Employer and does not discriminate based on race, color, religion, gender identity, sexual orientation, national origin, age, disability or genetic information.