

POSITION DESCRIPTION

Galena - Jo Daviess County Historical Society

Position Title: Executive Director
Location: Stillman Administrative Offices, 513 Bouthillier Street, Galena, IL
Reports To: Board of Directors
Status: Full-time; Salaried
Approved By: Historical Society Board of Directors
Date Approved: December 16, 2019

SUMMARY: This position is responsible for the management and operations of the Historical Society and its facilities, thereby advancing the mission and goals of the organization.

APPOINTMENT AND SUPERVISION: This position is appointed by and works under the general supervision of the Board of Directors.

DUTIES AND RESPONSIBILITIES include the following:

Representation of the Society to the membership, community, organizations, and governmental agencies. Coordination of programs with organizations and other historic sites and entities in the area. Establish relationships with state, regional and national historic entities and elected officials.

Overall responsibility for the financial administration of the organization including but not limited to fund raising, grant writing, financing, accounting, payment of bills, handling of funds, payroll, annual budget and audit.

Implementation of the board-approved strategic plan including but not limited to: financial management, marketing, membership, partnerships, board governance, board/staff relations, and capital projects.

Oversee development and implementation of sound policies and procedures for the care and use of the permanent collections according to high professional standards.

Recruitment and oversight of management staff. Delegate responsibilities to them as appropriate. Oversee all human resources activities. Periodically review overall staffing plan and personnel procedures.

Oversee publicity and marketing materials to create awareness to the general public. Report to the membership through print and social media, newsletter, and at the annual meeting.

Presentation of local history at the museum and at events. Delegate responsibilities to the staff as appropriate. Work with volunteers, presenters and docents.

Serve in an ex-officio non-voting position on the Board. Report to the Board of Directors at monthly meetings, and as appropriate on matters as they arise.

Oversee cross-training of staff for increasing responsibility and as qualified backups in the absence of key positions with critical operational functions.

Perform other assignments within the scope of the overall mission of the Galena – Jo Daviess County Historical Society, as directed by the Board of Directors.

QUALIFICATIONS: The Executive Director will have prepared for this position through a combination of education and experience. A master's degree is preferred, with strength in history, business administration, and public relations. Experience will include fund raising, development, running an organization with professional staff, maintaining a facility, communicating with the public and other organizations, and providing innovative solutions to situations. The educational requirement may be modified in recognition of especially pertinent experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: The Executive Director will possess the skills necessary to work independently, interpret documents and instructions, use computers and technology software, and to understand the geography, geology, demography, and political factors that define the Galena area's history.

The Executive Director will be committed to advancing the goals of the Society and acting in the best interest of the Society. This includes maintaining confidentiality on personnel and business matters, adapting one's schedule as events suggest, using one's vehicle as necessary to travel to meetings and events, and presenting a professional persona.

PHYSICAL DEMANDS: While performing the duties and responsibilities of this position, the employee is frequently required to stand, walk, talk, listen, see and hear. The employee must occasionally lift and/or move heavy items.

WORK ENVIRONMENT: While performing the duties of this job, the employee usually works indoors, in a climate controlled environment. A three- story facility requires the ability to negotiate stairs.