



Job Description

Executive Director

About the Organization

Scott County Historical Society (SCHS) is a 501(c)3 nonprofit museum, historic house, garden, and research library with a mission to search, save, and share the history and cultural heritage of Scott County. Opened in 1995, the museum includes exhibit galleries, collections/archive, research library, and museum store. SCHS serves Scott County by preserving information and making it available through professional collection practices, engaging exhibits, and educational programs for people of all ages.

Internally, our team works to create a supportive, caring, and fun working environment that provides opportunities for personal and professional growth within the means of our small organization.

About the Position

The Executive Director provides leadership and administration for the development of the SCHS, and has overall strategic and operational responsibility for SCHS staff, programs, collections and exhibits, and execution of the SCHS mission. The Director reports directly to the SCHS Board of Directors (Board).

The ideal candidate for this position is a museum professional with a proven ability to provide leadership, build partnerships, and motivate staff. We are looking for someone with a strong understanding of, and proven abilities, in financial and staff development.

Core duties for the role include the following:

- Work closely with the board to set SCHS goals and objectives and develop a clear vision
- Recruit, train, and supervise professional staff
- Represent SCHS to the public and other organizations
- Develop working and collaborative relationships with community organizations, local government, and individuals
- Lead efforts to secure adequate financial support, including grants, individual giving, and foundational giving
- Managing financial operations of the organization

Success in the role requires the following:

- Solid, budget management skills, including budget preparation, analysis, and reporting
- Knowledge of, and experience with, fundraising strategies and donor stewardship
- Strong organizational skills, including strategic planning, and task facilitation
- Experience to direct and evaluate organization operations, staffing, workflow, and communication
- Ability to work effectively with groups and individuals who represent federal, state, county, and local government, and community organizations
- Strong motivational leadership skills
- Excellent communication and presentation skills
- Sense of humor, integrity, and an impeccable work ethic

DUTIES AND RESPONSIBILITIES

Board Governance

- Work with Board to further the SCHS mission
- Lead SCHS in a manner that supports and guides its mission, as defined by the Board
- Communicate effectively with the Board and provide timely and accurate information that supports their proper functioning and informed decisions
- Identify opportunities for Board involvement, and increase overall visibility of SCHS

Financial Performance and Viability: Develop resources sufficient to ensure the financial health of SCHS

- Ensure the fiscal integrity of SCHS, including submission to the Board of a proposed annual budget and monthly financial statements
- Manage finances within the approved annual budget, ensuring maximum resource utilization and maintenance of SCHS in a positive financial position
- Coordinate with SCHS accountant to assure completion of annual tax return and bimonthly payroll
- Develop fundraising efforts and resources necessary to support SCHS's mission, including: secure annual operating grant from Scott County, research and secure grant funding, and cultivate and solicit corporate/foundation giving and sponsorships

Mission and Strategy: Work with the Board and stakeholders to develop a Strategic Plan to further SCHS mission

- Oversee implementation of SCHS programs that carry out the organization's mission
- Strategize methods to meet strategic plan benchmarks and goals
- Enhance SCHS's image by being active and visible in the community and work with other professional, civic, and private leaders
- Establish and utilize relationships with various organizations in the county and state to strategically enhance SCHS mission.

Operations

- **General**
 - Effective administration of SCHS operations
 - Review and approve contracts for service
 - Lead the development of policy recommendations, procedures, and manuals for SCHS
- **Personnel**
 - Establish employment policies, job descriptions, and procedures for all positions
 - Responsible for the hiring and retention of competent, qualified staff
 - Provide leadership, direction, and professional opportunities for staff
 - Monitor individual development programs and evaluate performance on an annual basis
 - Schedule regular staff meetings to stay engaged and aware of successes and challenges
- **Communications**
 - Serve as primary spokesperson to SCHS constituents, media, and general public
 - Coordinate development of marketing plans, collateral materials, museum publications, and special publications
 - Lead SCHS public relations and marketing efforts, including website, social media, and other communication assets
- **Collections and Archives**
 - Oversee the development and preservation of SCHS collections necessary to further the mission
 - Ensure research requests are addressed accurately and appropriately, and the public has reasonable access to the SCHS collection
- **Public Programs and Exhibits**
 - Lead development of a calendar of public programs and special events
 - Lead development and installation of exhibits at SCHS and sites around Scott County

- Maintain a rotational exhibition plan
- Work with partners to host exhibits and programs
- **Resource Development**
 - Lead the continued improvement of the volunteer program
 - Manage and expand the SCHS membership program, involving the Board as needed
 - Other duties as assigned by the Board of Directors

Qualifications

Professional Qualifications

- Bachelor's degree (Master's degree preferred), in Nonprofit Management, Public History, Museum Studies or an equivalent
- Two+ years demonstrated senior nonprofit management experience, preferably in a museum environment
- Experience in a broad range of financial, fundraising, administration, and museum operations

Physical Capabilities Required

- Ability to lift and carry up to 25 lbs

Ability to travel and provide reliable transportation

Compensation and Schedule

- This position is permanent and full time with a salary range of \$65,000 - \$70,000. Core hours are Monday through Friday, with occasional weekend and evening hours as required. Day to day schedule has a high degree of flexibility, but hours are primarily on-site in Shakopee, Minnesota. The position is eligible for a full range of benefits, including health and dental insurance contribution, paid vacation and sick leave.

To Apply

Submit cover letter, resume, and three references to Kathleen Klehr **no later than** October 6, 2023. For questions about the position or application process, email kklehr@scottcountyhistory.org or call (952) 445-0378.