

# Executive Director

## **Executive Director, Howard County Historical Society and Museum Kokomo, Indiana**

The Howard County Historical Society and Museum is seeking a focused, enthusiastic leader with a passion for local history as its Executive Director. The successful candidate will be an employee of Howard County in partnership with the Howard County Historical Society and, as such, is the chief administrative officer of the Howard County Historical Society and the Howard County Historical Museum. They will be directly responsible to its Board of Trustees and to the Howard County Commissioners. The Executive Director is charged with conducting the affairs of the Howard County Historical Society and the Howard County Museum, interpreting and applying the policies adopted by the Board of Trustees and the County Commissioners of Howard County. Responsibilities will comprise controlling the operations and activities of the organization, museum and staff, including fund-raising efforts and representing the Howard County Historical Society and Howard County Museum to the public.

### **ESSENTIAL FUNCTIONS:**

The Executive Director is responsible for leading and operating the Museum as it strives to meet its mission. This includes daily operations and long-term planning. He/she sets annual and long-term goals with the Board's consent and works within those goals.

The Executive Director operates the Museum by organizing the work of staff and volunteers, all of whom are responsible to the Executive Director, either directly or through intermediate staff.

The Executive Director manages one Curator who supervises numerous volunteers and interns in the museum. The Executive Director also directly supervises four non-supervisory employees and numerous volunteers and is responsible for the overall direction, coordination, and evaluation of these employees.

The Executive Director works with the Finance Committee, the staff and other appropriate Board committees to form the proposed annual budget.

The Executive Director develops and executes the long-range plan of the Howard County Historical Society and Museum.

The Executive Director develops and implements a marketing/public relations/communications program.

The Executive Director utilizes traditional, print, social, and other forms of new media to communicate with both internal and external audiences to promote HCHS activities, exhibits and programming aimed at increasing attendance, membership and revenues. This includes regular publication of a periodic newsletter and an annual report and serving as the society's media spokesperson.

The Executive Director cultivates relationships with major stakeholders for the purposes of fundraising, including major gifts, for special projects, operations and development of the Museum collection. He/she represents the museum at professional and civic social events, conferences, conventions, and other events to strengthen relationships with cultural and civic leaders, presenting lectures and/or participating in seminars to expand interest and support and promote a positive public image of the society and museum.

The Executive Director collaborates with community partners to communicate the museum's vision and enhance appreciation of local history in Howard County. This includes working closely with community

organizations and staff; support groups; potential donors; county and city administrations; and other governmental and non-governmental agencies.

The Executive Director works with other local history and preservation groups and with state historical society and museum groups to exchange information concerning operations and to plan, coordinate, or consolidate community service and educational programs. He/she cooperates with city and county government on special projects.

The Executive Director oversees and communicates knowledge of the museum's collections and additional acquisitions, in addition to the development, production, and maintenance of interpretive exhibits together with the Curator.

The Executive Director works with board committee members, volunteers and staff to develop, implement, and evaluate the museum's special events and educational programs to benefit HCHS members and the community by enhancing public access to and understanding and interpretation of collections and resources.

The Executive Director oversees monitoring of collections, determining correct preservation procedures for maintenance, and overseeing any work of contractors.

The Executive Director is responsible for the security of the buildings, grounds and artifacts which also includes maintaining control of key and access management.

The Executive Director is a non-voting, ex officio member of the Board of Trustees, the Executive Committee, and all committees established by the Board. He/she facilitates the work of the committees and takes the initiative to ensure that necessary work is accomplished.

**SKILLS:** The Executive Director must have these skills and abilities:

Ability to supervise and work effectively with staff and volunteers as well as productively interact with members of the board of trustees. Ability to collaborate successfully.

Ability and willingness to plan and implement fundraising projects as well as conduct individual solicitation for funds. Ability to share his/her enthusiasm for and belief in the goals of the society to lead others to donate their money and their time.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Ability to think logically and analyze problems. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to communicate tactfully, both verbally and in writing. Excellent written and oral communication skills with the ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top managers and public groups. Ability to deal with the public in a positive and enthusiastic manner.

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Basic accounting and computer skills are also needed, including Microsoft Word, Excel, and PowerPoint.

Willingness to participate in community affairs by becoming actively involved in local civic and business, regional, and national associations.

A basic knowledge of the techniques of selection, evaluation, preservation, restoration, conservation, and exhibition of museum objects, following standards of ethical collecting.

**REQUIRED EDUCATION AND EXPERIENCE:**

Master's degree (M.A.) or equivalent preferred, or bachelor's degree with a minimum of one to two years of experience and/or training; or equivalent combination of education and experience.

In order to perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations without undue hardship may be made to enable individuals with disabilities to perform the essential functions.

**COMPENSATION:**

\$42,000-\$45,000 plus benefits (health insurance, paid vacation, retirement plan).

Apply with a resume and cover letter to Howard County Historical Society, 1200 West Sycamore, Kokomo, Indiana 46901 or [directorsearch@howardcountymuseum.org](mailto:directorsearch@howardcountymuseum.org) . See <http://howardcountymuseum.org> for more information and <https://howardcountymuseum.org/employment> for a complete job description.

*Howard County Historical Society is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, or any protected category prohibited by local, state or federal laws.*