

 NOW HIRING

  **Executive Director**

The Polk County Historical Society (PCHS) is seeking an Executive Director with organizational and leadership skills as well as computer familiarity as its leader and primary representative.

Roles and Responsibilities:

* Supervise the day-to-day functioning and operations of the Polk County Museum, PCHS, and volunteers
* Prepare and oversee the annual Budget
* Promote the PCHS's growth and programs
* Direct and participate in fundraising, and donor relationship cultivation
* Direct and facilitate grant writing
* Represent our organization in the community, and work closely with County and other civic leaders
* Oversee and direct the strategic plan as approved by the Board of Directors
* Directly report to the Board of Directors for the proper administration of all policies and operations of the Museum

This is a full-time position with compensation based on education and experience. Applications will be reviewed beginning April 20th. Position is open until filled.

Interested parties should submit a cover letter and resume along with up to three personal references to info@polkcountymuseum.org or mail to PCHS Executive Director Search, PO Box 41, Balsam Lake, WI 54810.