

Rock County Historical Society & Lincoln Tallman Campus Position Overview: Executive Director

RCHS Vision & Overview:

The mission of the **Rock County Historical Society** is to enrich and engage the communities in **Rock County, Wisconsin** through preservation and dissemination of the unique history and heritage of our area.

A not for profit organized in 1949, RCHS has primary responsibility of managing the Lincoln Tallman House, a mid-eighteen century historical gem located in Janesville, WI, which was bequeathed to the City of Janesville in 1951. The property also includes the Carriage Barn, the Wilson-King Stone House as well as the adjacent grounds. The RCHS also owns and operates three additional properties, the Helen Jeffris Wood Museum Center, the Charles Tallman residential property recently acquired that is physically between the Tallman House grounds and the Museum Center, as well as the Frances Willard School House located at the Rock County Fairgrounds.

Through out the years, the RCHS has offered tours, programming and arts & entertainment as a mean to bring history to life to the residents of Rock County and beyond. However in recent years, visitors have declined as house museums across the country faces challenges to its traditional revenue model.

In 2010, a community-based task force sponsored by the City of Janesville, came to together to develop a business plan that would position the Lincoln Tallman campus as thriving visitor and event center, meeting location and center for entrepreneur, cultural and historic studies. The vision of the Lincoln Tallman Campus is to become a national model of “taking down the velvet ropes” – the adaptive re-use of a house museum to benefit the entire community. The RCHS has already completed the first phase of its Legacy & Vision Capital Campaign to enable the implementation of this plan.

Job Summary: RCHS is now conducting a search for an Executive Director that has the ability, creativity and passion to make this vision a reality. Reporting to the Board of Trustees, this position is responsible for developing and maintaining an effective organization with primary focus around three core areas: Operations & Facilities Management, Communications & Community Development, and Finance & Strategic Planning.

Responsibilities

Operations & Facilities Management (30%)

- Supervise RCHS staff including of hiring/firing, performance evaluations and professional development.
- Supervise the Society’s four main museum locations on the Lincoln Tallman Campus / Center
- Ensure preservation of society’s collections and encourage community access to and donation of historical records /material.
- Oversee event and visitor management.
- Ensure excellent service and experiences.
- Oversee rental and usage policies that protect and promote the historical integrity of the properties.
- Work with the City of Janesville to ensure preservation and maintenance of properties and serve as the liaison between RCHS and the City of Janesville.

Communications & Community Development (35%)

- Oversee the development of the annual marketing, educational and event plan for the center identifying new and expanded opportunities to increase community awareness, admissions and revenue.
- Identify and develop new partnerships that further the organization's vision and mission.
- Develop the tone and voice for all promotional and fundraising materials, including press releases, weekly e-mail updates, monthly newsletter and serve as the public spokesperson in the media and give presentations in the community.
- Communicate center's activities and goal progress to the board, provide an orientation for new board members, and identify opportunities for board member involvement.

Finance & Planning (35%)

- Initiate long and short range planning with staff and Board of Trustees.
- Develop annual goals and plans as part of implementation of such long-term plans.
- Create and effectively manage budget with staff and board input.
- Oversee all aspects of the organizations fund raising including operational and capital drives; admissions, merchandise revenues, programs and events, membership; gifts and grants; and bequeaths and wills.
- Develop strong relationships with current funders and potential donors.
- Pursue and prepare grant applications.

Compensation: Salary range of \$40-\$45,000 with potential for performance based bonus

Skills & Requirements: Bachelor's degree in historic preservation, arts management, business, marketing, hospitality, not-for profit administration, or equivalent experience required; Candidates must have demonstrated success in fundraising, special events, experience working with a board and volunteer organization, and outstanding oral and written communication skills. A passion for preservation, education and community building is essential.

Schedule: This position will require acting on behalf of RCHS on evenings and weekends.

How to Apply:

Interested candidates must submit a cover letter, resume, and 3 references by May 11th to:

Oakleigh@whitonhouse.com

Whiton House
RE: RCHS Search
1000 E. Milwaukee Street
Janesville WI 53545

Email is preferred. No phone calls please.