**Mount Horeb Area Historical Society, Inc.**

**Job Description**

**EXECUTIVE DIRECTOR**

**POSITION OVERVIEW:**

As the chief executive officer of the Mount Horeb Area Historical Society, Inc. (MHAHS), the executive director has overall responsibility for leading and advancing the organization’s mission to celebrate and preserve the rich ethnic and rural heritage of Southwest Dane County’s Driftless Area, enhance community cohesiveness through education and outreach, and promote cultural insight to help current and future generations understand their contribution to a greater regional, state and international arena. Under general oversight and direction from the board of directors, the executive director manages the affairs of the Society and the day-to-day operations of its Museum and Archives, develops and oversees the budget, is responsible for representing the Society and increasing its visibility throughout the region, and pursues funding opportunities to ensure the organization’s success. In 2013 the MHAHS launched a Capital Campaign to build the Southwestern Dane County Heritage Center.

**DUTIES AND RESPONSIBILITIES:**

***Vision and Leadership***

* Provide leadership to achieve short-term and long-term goals
* Develop and implement strategies for increasing Society membership
* Be directly involved in the Society’s programming including, but not limited to, material culture interpretation, archival outreach, public education, and scholarly and popular writing
* Evaluate programs and report on objectives

***Fundraising and Development***

* Identify funding sources/opportunities and develop and prepare grant proposals
* Maintain demographics for funding development
* Cultivate relationships with members and supporters, including major donors to the Capital Campaign and other funds
* Be responsible for donor database and acknowledge all gifts and donations

***Budget and Management***

* Prepare an annual budget for board review and approval
* Oversee compliance with the budget
* Manage the Society’s facilities
* Recruit, train, supervise and evaluate Society staff and volunteers

***Communications***

* Develop and implement communication strategies for the Society, including writing press releases, directing publicity and public relations campaigns, contributing to the website and social media accounts
* Establish effective working relationships with community groups and professional colleagues
* Oversee the publication and distribution of the Society’s newsletter

***Board Support***

* Prepare agendas for monthly board and special committee meetings
* Maintain board records
* Report financial activity and program progress to the board each month

**COMPENSATION:**

Commensurate with qualifications and experience.

**QUALIFICATIONS:**

Preferred applicant will have at least a bachelor’s degree in Museum Studies or Public Administration (master’s degree desirable) with five years of progressively responsible administrative experience, at least three of which were in a supervisory capacity, or comparable experience.

Candidates will be evaluated on the following professional and personal characteristics: demonstrated fundraising ability with both major donors and foundation grants; excellent written and verbal communication skills; experience in the various aspects of public relations; knowledge of human resource management, preferably within Wisconsin; strong management, administrative and organizational skills; commitment and ability to work with diverse group of individuals; fluent in the use of a computer (Windows platform), Past Perfect, Microsoft *Word* and *Excel,* a desk top publishing program, PowerPoint, as well as social media and websites; working knowledge of fund balance accounting; ability to formulate agency-wide budgets; willingness to become knowledgeable in our area’s history and culture.

**APPLICATION PROCEDURES:**

Applicants should include a current resume and a comprehensive cover letter that addresses how their strengths and experience match the responsibilities of the position, what they see as challenges and opportunities of the position, salary requirements, as well as the names, addresses, email addresses and telephone numbers of three professional references. Candidates will be consulted before references are contacted. Submit applications electronically to: [wthousand@thousandcpa.com](mailto:wthousand@thousandcpa.com), or via mail to: William Thousand, P.O. Box 64, Mount Horeb, WI 53572. Applications must be received by

September 15, 2014 to ensure consideration. Later applications and nominations may also be considered.

The Mount Horeb Area Historical Society does not discriminate on the basis of gender, race, color, religion, physical ability or sexual orientation.