

## **Harvey County Historical Museum and Archives seeks part-time Executive Director**

### **Position Description:**

The Harvey County Historical Museum and Archives (HCHM) Executive Director is responsible for the general and fiscal leadership and management of the organization with a strong emphasis and focus on the mission and long-term goals of the museum. The Director works closely with the Board to provide direction for the organization, and implements the strategies decided upon. Key focal areas include programs, partnerships, fundraising, budgeting, and marketing and external relations.

The Executive Director is responsible for the day-to-day direction and operation of the museum, including leadership and management of staff in order to enact long-range plans. He or she is responsible for maintaining the facility and coordinating any necessary repairs or major maintenance steps.

The Executive Director will encounter many constituencies and must be able to effectively communicate across these individuals and groups to unite them behind a common cause. This person acts as the outwardly visible representation of the Museum and is expected to take a pro-active approach to engaging the community.

### *The Executive Director also:*

Plans all Board development activities and coordinates with the Board to develop a long-range strategic plan. Provides orientation for incoming Board members and reminds Board members of committee needs.

Manages and leads all staff, and provides support and direction for their duties. Serves as human resources for staff including recruiting, hiring, reviewing, and supporting staff through the regular updating of policies and procedures.

Coordinates volunteers including recruitment, onboarding, placement, and supervision in conjunction with other staff.

Schedules and facilitates programs and events. Seeks opportunities to present HCHM to the community through off-site exhibits and programs.

Creates 3-5 year exhibit plan with the Curator including developing a marketing plan.

Develops an integrated plan for fundraising to include events, grants, memberships, research fees, sponsorships, and annual gifts.

Manages, secures, and maintains the property and facilities of the museum as well as the collections held in the public trust.

Creates marketing and other materials including quarterly mailed newsletter and monthly e-newsletter. Is proficient with Microsoft Office Suite.

Handles other duties as they arise.

**Physical Requirements**

Able to pull, push, or lift objects up to 50 lbs

Must be able to negotiate stairs

**To Apply:**

Please email resume and cover letter to [harveycountymuseum@gmail.com](mailto:harveycountymuseum@gmail.com) or send to

Harvey County Historical Museum

Attn Director Search Committee

PO Box 4

Newton, KS 67114