



## **Executive Director Position Description**

**Position Title:** Executive Director, Westport Historical Society

**Reports To:** Board of Directors

**Status:** Exempt

### **Summary:**

Under the direction of the Board of Directors, the Executive Director is responsible for the overall management and operations of Westport Historical Society, a 501 (c)(3) non-profit organization. Essential responsibilities include: ensuring compliance with board directives and applicable grantor, federal, state and local requirements; protection of the organization's financial assets, marketing/public relations and community engagement. The Executive Director should focus on preserving, presenting and celebrating the history of Westport, CT, as well as increasing awareness of the importance of preserving the town's heritage, its historic buildings, and landmarks. The Executive Director will take ownership of all aspects of WHS operations: development, fundraising, programs, exhibits, technology, finance, personnel, and stewardship of buildings and collections.

### **Responsibilities:**

#### **Development and Fundraising**

- Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, making in-person fundraising solicitations, writing and submitting grant proposals, and administrating fundraising records and documentation.

#### **Administration**

- Executes the new Strategic Plan and uses evaluative capacity building to report outcomes to the Board of Directors.
- Provides direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and work plan.
- Is responsible for grants and contracts management; monitors progress of agreements and maintains agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of funds.
- Oversees accounting functions including those necessary for auditing, budgeting, financial analysis, capital asset and property management, and payroll in accordance with generally accepted accounting principles.
- Insures compliance with all governmental regulations, restrictions, and guidelines.
- Manages the staff and volunteers by being an inspirational leader and mentor using continuous improvement and professional development.
- Supports operations and administration of the Board of Directors.

#### **Operations**

- Implements the strategic goals and objectives of the organization.
- Assures maintenance, upkeep and integrity of all assets/properties.

- Analyzes and evaluates vendor services; manages funds to determine programs and providers that best meet the needs of WHS and makes recommendations to the Board; as appropriate, negotiates services and terms, and executes contracts with supply and service vendors, auditors, and consultants; manages payroll and benefit programs.
- Develops a cost-effective strategy for maintaining all technical and electronic operations while maintaining all files, both paper and electronic, to ensure integrity of the information.
- Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines according to current laws and regulations.
- Ensures implementation of history-based programs, exhibits, and learning experiences to enhance community engagement; oversees planning, development, execution, and evaluation thereof.

### **Marketing and Community Outreach**

- Assures the organization and its mission, programs, products, and services are consistently presented as a strong, positive image to relevant stakeholders, including, but not limited to, contributors, funders, the Town of Westport, and elected/appointed officials.
- Oversees design, promotion, and delivery of marketing services.

**Performance Metrics:** Performance metrics for this position will be established annually based on meeting overall performance metrics for the organization, positive relationships with the Board, and positive relationships with staff, members, and key stakeholders.

**Core Skills Required:** Written and verbal skills, interpersonal skills, creativity, organizational skills, fundraising and grant writing; foundation relations, coalition and membership building; managing and motivating staff and volunteers; working well with contractors, elected officials, historians, and other stakeholder groups; and assisting the non-profit Board of Directors in carrying out their fiduciary responsibilities.

**Salary Range:** \$68,000 – \$75,000, contingent on skills and experience.

### **Qualifications:**

- Four-year college degree. Graduate degree preferred.
- Demonstrated ability in management of a non-profit organization, preferably in the museum field.
- Ability to perform the essential functions of the position, requiring high energy, advanced organizational and management skills, capacity to see/think strategically and follow-through on the detailed steps needed to achieve goals. Willingness to do whatever is required to get the job done.
- Ability to function effectively under stressful conditions.
- Strong verbal and written communication skills, including public speaking and grant writing.
- Strong conflict resolution and decision making skills.
- Must be able to travel to attend conferences, training, and other events as required to acquire and maintain proficiency in fulfilling the responsibilities of the position.

Westport Historical Society is an equal opportunity employer.

Send Application Request to: [ExecDirectorSearch@westporthistory.org](mailto:ExecDirectorSearch@westporthistory.org)

Applicants should submit a completed WHS Application and send a cover letter and resume via email to [ExecDirectorSearch@westporthistory.org](mailto:ExecDirectorSearch@westporthistory.org).

Applications will be accepted until December 1, 2017.