

# Weston Historical Society



*Preserving our heritage for future generations*

## **Weston Historical Society Executive Director Job Description**

The Weston CT Historical Society is currently accepting applications for the position of Executive Director. We are seeking a qualified person who can further our mission of discovering, collecting and preserving its vibrant history and making it come alive for today's residents and for generations to come. The Society maintains a beautiful and historic campus in Weston, Connecticut and sponsors a wide range of exhibitions, events and special programs.

**POSITION TITLE:** EXECUTIVE DIRECTOR

**REPORTS TO:** PRESIDENT OF THE BOARD OF TRUSTEES

**THIS IS A PART-TIME POSITION:**

- **3 DAYS A WEEK**
- **COMPENSATION IS \$30,000 PER YEAR**

**SUMMARY:**

Subject to the direction of the Board of Trustees, the Executive Director is responsible for overall management and operation of the Society, a 501(c)(3) non-profit organization. The Executive Director's principal areas of responsibility are listed below. In addition to normal working hours, the Executive Director will be expected to attend Board meetings and provide input to the Board and its Committees in the areas listed below.

**PRINCIPAL AREAS OF RESPONSIBILITY:**

- **Development:** Identifying potential grants and sponsors and preparing grant and sponsorship requests. Participating in fundraising efforts among our members and the Town as a whole.
- **Community Outreach:** Helping to continue to raise the Society's profile within the community. Working with the Education Committee to strengthen our relationship with our schools.

*P.O. Box 1092, Weston, Connecticut 06883 - [www.westonhistoricalsociety.org](http://www.westonhistoricalsociety.org)*

- **Volunteer Recruitment and Maintenance:** Developing and overseeing a robust group of community volunteers to assist the Society.
- **Program Development:** Helping Committee Chairs develop ideas for exhibits, events and fundraisers, and taking responsibility for the execution of such ideas.
- **Governance:** Assisting in the preparation of the Society's annual budget, as well as compliance therewith. Ensuring that the Society is taking advantage of available technologies. Ensuring compliance with applicable non-profit requirements.
- **Collections; Buildings and Grounds:** Managing the Society's archives. Overseeing the maintenance of the Society's buildings and grounds, in conjunction with the Buildings and Grounds Committee.

#### **JOB REQUIREMENTS AND KEY SKILLS:**

- Bachelor's degree and experience relevant to the foregoing responsibilities.
- Strong managerial/administrative competence.
- Experience at fundraising, preparing grant requests and staging events, including exhibitions.
- Effective verbal and written communication skills.
- Strong computer skills including knowledge of archives management software.
- Web and social media knowledge.
- Strong interpersonal skills.
- Experience in managing volunteers.

**The Weston Historical Society is an equal opportunity employer.**

Applicants should submit a cover letter and resume via email to:  
[pamkersey@westonhistoricalsociety.org](mailto:pamkersey@westonhistoricalsociety.org)

Applications will be accepted until **December 31, 2017**.