

Position: Director

Organization: Three Village Historical Society

The Director is responsible for the financial, development and administrative management of the organization as well as implementation of policies set by the Board of Trustees. This position is responsible for building awareness and financial support and acts as the principle representative and liaison with the community.

Reporting Relationships:

Guidance and direction is provided by the President of the Board, the Board and its Executive Committee. This position is responsible for supervision of administrative, marketing, development, facilities, and staff.

Essential Functions of this position may include:

- Administration of overall operations including management of daily operations; and development of policy and program objectives in collaboration with the President for Board consideration.
- Oversee and be responsible for the supervision of all development and/or fundraising goals and efforts of TVHS, including, but not limited to, all corporate, individual, and foundation fundraising campaigns, and all fundraising events. In collaboration with the event chair provides information and makes recommendations to the President and Board Committees, and the Board of Trustees in the creation of policies, programs, and strategic direction of the organization; supporting all activities as set forth by the Board of Trustees; assisting with the coordination of Board meetings to include scheduling, location, development of agenda and meeting materials. May also include attendance and participation at committee meetings as appropriate. Acts as an ex-officio of the board.
- Responsible for the execution and supervision of all membership development and marketing activities of TVHS.
- Management of all office functions.
- Full responsibility for the management and maintenance of the Headquarters and grounds.
- Fiscal management of the organization, including the development and implementation of an annual budget in collaboration with the Treasurer and President of the Board, and the development and implementation of strategies to control costs and increase Society revenues.
- Oversees researching, writing and tracking of grants as well as researching programming options that may support future grant opportunities.
- Representing TVHS at functions and professional conferences as appropriate to maintain TVHS's profile in the local, regional, and national communities; identifying opportunities to collaborate, support and receive support from other businesses, government agencies and organizations.
- Leadership of direct reports in the development and implementation of short and long range plans, policies and other activities.
- Management of direct reports, including interviewing, making recommendations for hiring; training; planning, delegating and supervising work; scheduling; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- In collaboration with the Treasurer, President and Board of Trustees, ensures compliance with legal and other regulatory requirements; implement appropriate control systems as required.

Educational Requirement:

- Master's Degree is preferred or Bachelor's Degree with commensurate experience

Qualifications:

- The ideal candidate will possess a minimum of five years of increasing management responsibility; seven or more years are preferred. Museum management is preferred.

Knowledge, Skills and Abilities:

The requirements listed below are representative of the knowledge, skills, and/or abilities required:

Knowledge of the principles and techniques of:

- Grant administration
- Fiscal management
- Office management
- Facilities management
- Fundraising and other development tactics
- Organizational management
- Marketing and public relations
- Strategic planning

Skills:

- Strong public speaking and presentation skills
- Effective networking skills
- Implementation and evaluation of plans, policies and procedures
- Communicate effectively in both written and oral forms
- Negotiation and administration of contracts
- Microsoft Excel and PowerPoint, familiarity with accounting software

Ability to:

- Work independently and in a team environment
- Exhibit independent judgment in the development, implementation and evaluation of plans, procedures and policies
- Plan, direct and coordinate activities
- Work with commercial vendors, community groups and other organizations as needed
- Define problems, collect data, establish facts, and draw valid conclusions

Personal Characteristics:

The candidate must have a passion for our mission and Three Village community to effectively support TVHS and the programs and services that it provides. The individual will be capable of quickly identifying critical issues and developing plans and programs to accomplish objectives. The successful candidate will display a level of integrity, maturity, compassion, and a leadership style that will create trust and confidence. The candidate must be energetic, positive, intelligent, hands-on with a strong sense of team to help maintain and grow the organization and vision of TVHS.

How/Where to Apply and Application Requirements:

Please email resume with cover letter and three references to search@tvhs.org

Deadline for applications:

4/13/10