

## **Position Description**

### **EXECUTIVE DIRECTOR**

#### **Organizational Information:**

Established in 1864, the Delaware Historical Society ('Society') is the statewide, nonprofit organization that preserves, explores, shares and promotes Delaware history, heritage and culture. For more than 150 years, the Society has afforded Delawareans access to and engagement with First State history through exhibitions, education programs, research and publications, and outreach programs. The Society owns and operates two campuses, and the organization curates the largest publicly-accessible collection of historic building, artifacts, photographs and documents relating to Delaware history. The Wilmington campus consists of the recently-renovated Delaware History Museum and the Old Town Hall; the Jane and Littleton Mitchell Center for African American Heritage, which opened in 2016; the Research Library and Willingtown Square. A second campus, the historic Read House & Gardens, is in New Castle.

The Society is seeking an Executive Director who combines a passion for history with strong administration and fundraising skills and who can foster a culture of collaboration with board, staff, and others in the community.

#### **General Statement of Duties:**

The Executive Director ('ED') of the Delaware Historical Society is responsible for ensuring the quality of programs and for the successful administration of the organization. The ED works with the Board of Trustees to fulfill the organization's mission, to achieve the organization's vision, to enhance the organization's image in the community, and to fundraise. The ED is responsible for the overall management of the financial function, building operations, public relations, marketing, and personnel management. The ED represents the Society and its programs to key stakeholders, media, and other institutions.

#### **Responsibilities:**

##### **BOARD OF TRUSTEES**

- Reports directly to the Board of Trustees.
- Provides staff support to the Board of Trustees and committees of the Board.
- Keeps the Board of Trustees apprised of the current operations of the Society including but not limited to:

- Programmatic activities and measures.
- Actual financial performance compared to budget.
- Fundraising activities and results.
- Works with the board to develop, review and update the organization's strategic direction and acts to ensure its execution.

#### PROGRAMMATIC

- Directly supervises and supports senior staff responsible for program.
- Reviews and recommends exhibits and events as part of an overall educational program; implements execution of exhibits and events; ensures compliance with the mission and values of the organizations.
- Maintains and improves professional practices such as acquisition, preservation, interpretation, and exhibition.
- Ensures implementation of acquisition and de-accession policies that guide and provide for reasonable growth of the Society's permanent collection.
- Leads the professional staff in a collaborative and transparent way, upholding the professional standards of the museum world with both scholarly vigor and enthusiasm for broadening the organization's public appeal.

#### COMMUNITY ENGAGEMENT

- Represents the Society by membership on appropriate community, governmental, historical, and professional committees.
- Serves as spokesperson and chief advocate for the Society. Enhances the Society's public image to expand interest and support.
- Actively seeks out collaborative opportunities with other nonprofits, corporations, and government agencies.

#### FUNDRAISING AND DEVELOPMENT

- Supervises and supports the senior development staff in the development of a diverse and growing base of annual giving, endowment, and special project financial support.
- Oversees the development and preparation of funding applications to government, foundations, organizations, and business for operating, programmatic and capital support.
- Ensures the Society's obligations for the proper use and reporting of designated and restricted gifts and grants.
- Ensures grant funds are monitored and that required reports are submitted to funders on a timely basis.
- Works with staff and Board committees to build and sustain membership.
- Works with staff and Board committees to cultivate individual gifts of both financial support and collections support.

#### FINANCIAL, ADMINISTRATIVE, AND HUMAN RESOURCES

- Supervises operations staff.

- Develops the annual budget with the support of the Finance Committee of the Board.
- Oversees staff and contractors to ensure proper maintenance of all accounting systems and functions. Ensures that all required state and federal forms are filed including but not limited to 1099's, 990, and W-2's.
- Ensures maintenance of appropriate internal controls.
- Ensures timeliness and accuracy of financial and management reporting for government funders, foundations, and Board of Trustees; oversees the preparation of annual financial statements.
- Ensures the gathering and reporting of relevant data by which staff and Board may evaluate the effectiveness of the organization's programs and activities.
- Ensures legal and regulatory compliance regarding all financial and human resources requirements.
- Negotiates with vendors and outside contractors to obtain the best prices for goods and services. Monitors the performance of such vendors and contractors.
- On an annual basis, reviews insurance policies for adequacy of coverage as well as cost effectiveness.
- Ensures that the facilities and grounds are well maintained.

#### OVERALL

- Fosters a culture of collaboration, institutional transparency, occupational safety and employee satisfaction through a leadership style that is inclusive, supportive, direct, honest, and consistent.
- Builds the capabilities of the team by providing a safe environment in which each member feels both the responsibility of and the satisfaction for a job well done.

### **Job requirements:**

BA required. MA/PhD preferred. Formal training in history and/or museum management desirable.

A proven track record of administrative and/or managerial experience preferably in a cultural or nonprofit institution.

Experience working with an organization that is dependent on philanthropic funding desirable.

Demonstrated knowledge of standards and best practices for historical societies, nonprofits, or similar organizations.

Experience managing historic properties desirable.

Proven ability to work cooperatively, collaboratively, diplomatically, and effectively with Boards, volunteers, community leaders, other organizations, and staff.

Commitment to mission of the organization and demonstrated servant-leader attitude.

### **Salary:**

Competitive

## **Application requirements.**

All applicants should submit a cover letter, resume, and writing sample such as a solo-prepared research paper, newsletter article, or opinion editorial piece.

## **Closing Date:**

All resumes and attachments should be received by Friday, January 26, 2018.

## **Submission and Questions:**

Resumes and attachments should be submitted to [Resume@amazingnonprofits.com](mailto:Resume@amazingnonprofits.com).

Please do not contact the Society directly. Questions may be addressed to the above email.