

Executive Director

Deadline to apply: September 15, 2026

The Historical Society of Montgomery County (HSMC), Norristown, PA seeks a full-time Executive Director. The compensation package is negotiable depending on experience and qualifications; \$60-80k with some benefits.

Position Summary

The Executive Director is the chief executive and administrator of the HSMC, and is responsible to the President and Board of Trustees for a full range of activities: identification of needs/implementation of goals; supervision of staff; management of the Historic Montgomery Cemetery; monitoring and implementation of events; motivation and supervision of volunteers; membership development; coordination of publications; financial development; general bookkeeping; website and social media development; liaison with the Society's Board of Trustees, members, business community, and other non-profit organizations.

Qualifications

- Has a 21st century vision for preserving, interpreting and promoting the history of Montgomery County, and to educating the public about the region's ongoing cultural story.
- Has a desire and aptitude to work with the board of trustees to update and implement a diverse and creative strategic plan.
- Is dedicated to working in-person with a wide variety of people and interests.
- Is flexible with respect to a changing and challenging environment, working some weekends, some evenings, etc., which is common to historical societies.
- Has a history of success in fundraising and development.
- Has at least 5 years senior leadership experience with an advanced degree in Museum Management, American History or other related fields.
- Familiarity with PastPerfect, Adobe's Creative Cloud products, WordPress, and Quickbooks would be beneficial.

To Apply

Please send your resume, cover letter, references and salary requirements to: Board of Trustees – jobs@hsmcpa.org