

EXECUTIVE DIRECTOR WESTMORELAND HISTORICAL SOCIETY

Greensburg, Pennsylvania 15601

Salary Range: \$65,000-\$75,000

Permanent, Full-Time Position

BENEFITS

Retirement Plan-Simple IRA

Health Care Plan-Health Reimbursement Arrangement (HRA)

Paid Time Off (PTO)

Paid Holidays

ORGANIZATIONAL PROFILE

The Westmoreland Historical Society (WHS) is a nonprofit educational organization dedicated to preserving and promoting the rich history of Westmoreland County, Pennsylvania. It is headquartered at the Westmoreland Education Center which houses an exhibit gallery, research library, museum shop, and a substantial artifacts collection. It operates the historic venue and county park, Historic Hanna's Town, a reconstructed colonial frontier village and site of the first seat of government in Westmoreland County. An Antiques and Collectibles Market is held on the grounds, in addition to many other events and programs throughout the year. The WHS publishes the magazine *Westmoreland History* and the WHS newsletter. It is staffed by 4 full-time and 3 part-time employees with the support of 15 board members and 12 ex-officio members, as well as an extensive corps of volunteers.

POSITION OVERVIEW

The Executive Director (ED) is the chief executive officer of the Westmoreland Historical Society (WHS) and reports to the Board of Directors. The ED is responsible for coordinating all daily operations of the WHS, working in collaboration with the board and staff to plan and achieve operational and strategic revenue goals.

PREFERRED QUALIFICATIONS

- Bachelor's Degree required, with a minimum of 5 years of progressively responsible experience in nonprofit leadership/museum management.
- Demonstrated excellence in organizational management and strategic planning with the ability to move the society forward toward continuous growth and improvement.
- Documented knowledge of fundraising, grant writing and oversight, membership, and donor development.

- Strong public relations skills with the ability to build lasting partnerships within the community.
- Past success in working and collaborating with a board of directors, committees, staff, and volunteers.
- Proficiency in using technology and digital platforms for program development, social media, marketing, and outreach.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Public Relations

- Serves as the face and authorized spokesperson of the WHS to ensure proper and timely dissemination of information through news media and external communications.
- Builds strategic partnerships within the community by regular communication with civic leaders, public officials, and community groups.
- Works collaboratively and cooperatively with the Board of Directors, staff, and volunteers. Maintains consistent and positive communication.
- Actively promotes the value and benefits of WHS membership and volunteerism.

Finance

- Ensures adequate operating funds through the development of an annual financial plan, to include an annual grant application calendar, special events, and other fundraising activities.
- Ensures that an operating budget is developed, reviewed, and submitted for Board approval on an annual basis and that the WHS operates within budget guidelines.
- Executes all contracts and other legally-binding agreements as the authorized signatory or in conjunction with designated officers.
- Arranges for the annual audit as well as the required program audits of grants and contracts.

Human Resources

- Develops and conducts on-going review and maintenance of the WHS organizational structure and staff to support its mission and objectives. Recommends related modifications to the Board of Directors.
- Conducts annual staff performance reviews and goal-setting. Makes necessary recommendations to the Board.
- Ensures the implementation and maintenance of approved human resource policies. Maintains all appropriate personnel records.
- Communicates objectives and issues to staff and volunteers to maintain the coordination of WHS operations.
- Oversees daily operations and ensures appropriate staff are on site for normal operating hours and any special events or programs.

- Provides oversight of the Historic Hanna's Town site and the Education Center.
- Maintains a positive climate conducive to attracting, retaining, and motivating staff and volunteers.

Development

- Recommends, implements, and coordinates strategic fundraising projects as approved by the Board.
- Responsible for targeting and implementing funding from public and private sources and identifying grants that would support WHS projects and overseeing the grant process.
- Develops strategies for annual fundraising goals.
- Promotes a Planned Giving Program.
- Identifies and cultivates donors and ensures both donor and membership numbers increase annually.
- Creates donor naming opportunities and develops donor recognition.

To apply, please send your cover letter and resume to:

searchcommittee@westmorelandhistory.org no later than October 31, 2026.