

## Hancock Historical Museum

### Executive Director Job Description

The executive director is the Chief Executive Officer of the Hancock Historical Museum and reports to the Board of Trustees. The Executive Director and the Leadership Team are responsible for developing and carrying out the museum's strategic plan, goals, and policies and procedures as approved by the Board of Trustees. The Executive Director is also responsible for overseeing the day to day operation of the museum including overseeing exhibits, facilities, fiscal matters, resource development, educational programs, research, marketing, public relations, coordinating tours, making presentations, supervising administrative and supportive employees, and performing other related tasks and duties as assigned by the Board of Trustees.

Specific Responsibilities Are:

- **Vision and Strategic Leadership:** The Executive Director is responsible for leading the Board of Trustees, staff, members, and other stakeholders to ensure the Hancock Historical Museum's vision and strategic plan remain current, focused and relevant, and responsive to the current environment and for leading the Hancock Historical Museum toward fulfillment of that vision and plan.
  1. Provide leadership and opportunities for staff and the Board of trustees to be exposed to new trends and ideas in the fields of relevance.
  2. Develop and maintain an atmosphere of knowledge sharing among the staff and Board of Trustees
  3. Periodically update the strategic plan so as to keep all relevant stakeholders aware of the short term and long term plans and goals of the Hancock Historical Museum.
  4. Develop and implement an annual operating plan for the Hancock Historical Museum incorporating progress toward our strategic goals.
  5. Work with the Hancock Historical Museum staff to develop and implement departmental goals and objectives.
  
- **Marketing:** The Executive Director serves as the chief spokesperson for the Hancock Historical Museum and is expected to represent the museum's interest in a positive and honest way to the staff, Board of Trustees, volunteers, and public at all times.
  1. Ensure that comprehensive and effective programs exist to promote the Museum's activities.
  2. Be the public voice and face for the Hancock Historical Museum in all matters in which the museum has a significant interest.
  3. Work with the staff to provide regular and timely content across all existing social media channels.
  4. Compile and produce a quarterly printed newsletter, annual report, and additional printed publications throughout the year,
  5. Engage in regular communications with donors, including personal letters, phone calls, emails, and membership correspondence.
  6. Serve as the museum's official spokesperson to the media. Provide press releases for all upcoming programming and engage in regular (monthly, or more) appearances with local media outlets.

- **Staff and Operations Management:** The Executive Director has ultimate responsibility for the leadership of the museum. The Executive Director must identify and initiate change as needed to maintain a vital and efficient organization, working with the Board of Trustees and staff in a consultative and collaborative manner to ensure progress toward the Museum’s strategic goals.
  1. Manage the recruitment, employment, supervision, and release of all personnel, including paid staff, contractors, consultants, and volunteers. All management level employee decisions will be made with the approval of the Board of Trustees.
  2. Encourage and facilitate ongoing staff professional development.
  3. Hold regular staff meetings allowing all staff to share information.
  4. Set and maintain high standards for staff performance, along with a system of measurement to ensure accountability.
  5. Implement all Board policies and procedures, and ensure that sound human resource policies and practices are in place, including effective communication channels for all personnel.
  6. Maintain a positive, professional environment that attracts, retains, motivates, and supports a diverse staff of highly qualified, team-oriented personnel.
  7. Oversee the negotiation of all employee agreements jointly with the Board of Trustees
  8. Ensure the buildings and grounds of the Hancock Historical Museum are maintained in a responsible manner that preserves asset and historical values and provides a sound and attractive environment for staff and visitors.
  
- **Fiscal Management:** The Executive Director is responsible for ensuring that the Hancock Historical Museum follows sound financial practices, including realistic budgeting, prudent management of financial resources, and employment of the museum’s assets for the most effective long term fulfillment of its mission.
  1. Work with the staff, the Finance Committee, and the Board of Trustees in preparing an annual budget, and ensure that the museum operates within the budget guidelines.
  2. Work with the Finance Committee and financial advisors to evaluate the performance of the museum’s endowed funds. Ensure financial advisors are adhering to existing investment policies. Articulate long term strategic plans for growth to financial advisors so that investments are well positioned to provide necessary support for operations and capital improvement.
  3. Communicate with the bookkeeper to generate a weekly deposit, and with the Treasurer to provide accurate monthly financial reports to the Board of Trustees.
  
- **Museology:** The Executive Director must collaborate with the Curator and Archivist in acquiring, presenting, and preserving the museum’s collection and help develop an overall “story” for the collection that attracts, excites, educates and holds the attention of visitors and encourages repeat visits to the museum.

The Executive Director must work with the Education Coordinator to explore new ways of presenting the museum’s collection and expanding its education mission to a wider range of audiences.

1. Provide leadership and encouragement for the museum’s continued and expanded use of innovative and engaging display, presentation, and interpretation techniques to appeal to a new generation of museum-goers.

2. Ensure that the Education Coordinator develops and maintains a comprehensive program of events, educational programs, and curricula that is responsive to the needs of changing clientele.
  3. Subject all programs of the museum to periodic evaluation to ensure their continued relevance and contribution to the museum's purpose.
  4. Serve as a member of all museum committees and as an ex-officio member of the Board of Trustees of the Hancock Historical Museum Association.
- **Fundraising:** The Executive Director will foster all fundraising efforts on behalf of both the Hancock Historical Museum. The Executive Director will set specific fundraising goals and work with the Board of Trustees and the Fundraising & Marketing Committee to help reach those goals.
    1. Offer personal leadership on behalf of the museum's fundraising efforts, working closely with the Fundraising & Marketing Committee to develop a comprehensive annual fundraising plan and to personally identify, cultivate and solicit major donors, including grant opportunities.
    2. Coordinate an annual membership drive as well as communicate membership opportunities to the public.
    3. Directly supervise grant writing efforts, applications, and provide grant administration, reporting, and recognition.
    4. Recommend and implement strategies for increasing revenues through other sources.
    5. Determine donors' intentions and direct funds to appropriate account.

- **Key Relationships**

**Board of Directors:** The Executive Director reports to the Board of Trustees of the Hancock Historical Museum Association, but also works with the Board President to improve museum and Board performance and to foster full participation and engagement by the Board. The Executive Director will submit monthly reports from the staff at the Board of Trustees' meeting, and will oversee the preparation and distribution of all Board and Committee materials. The Executive Director will work with the Governance Committee to assist in the identification, recruitment, and orientation of new Board members.

**Community:** As the museum's chief ambassador, the Executive Director must strive to build positive relationships with the local community. The Executive Director should serve as a liaison to any organizations participating in collaborative projects, and should promote the visibility of the museum through participation and membership in community forums, civic organizations, and activities that align with the museum's mission and vision.

**Affiliations:** The Executive Director must build networks of contacts within the museum field, as well as other relevant organizations both locally and regionally. Also the Executive Director must build beneficial relationships with other museums, educational organizations, and similar organizations.

**Additional Duties:** The Executive Director is also responsible for the performance of other duties as assigned by the Board of Trustees from time to time.

Organizational Relationships: The Executive Director currently supervises the following staff:

1. Curator/Archivist
2. Education Coordinator
3. Special Events & Communications Coordinator
4. Accountant
5. Building and Grounds Maintenance Supervisor
6. Volunteers
7. Other staff as approved by the Board

Professional Development: The Executive Director shall attend Board approved leadership and professional training development on a regular basis. The Executive Director shall recommend to the Board of Trustees suggested memberships in State and/or National Museum Associations and attendance in education and professional organization conferences or workshops.

- **Evaluation:** The Executive Director will be evaluated annually by the Board of Trustees based on annual goals, objectives, and performance.

#### **Educational Qualifications:**

- A Bachelor's degree from an accredited college or university in public history, historic preservation, museum studies, public administration, or similar area of study is required; and advanced degree is strongly preferred.

#### **Personal Qualities Desired:**

- **Communication skills** (exercises superior oral and written skills. Comfortable speaking to large audiences in a variety of public settings.)
- **Collaborative** (demonstrates a willingness and ability to work with and through others)
- **Consensus-building** (able to forge effective working relationships with various parties and encourage them to work together toward common goals)
- **Strategic thinker** (able to envision the "big picture" and lead an organization toward future goals; sense trends impacting the future)
- **Visibility** (highly visible to staff and key stakeholders; active in the community)

#### **Knowledge, Skills, and Experience Desired:**

- **Museum and/or Nonprofit Leadership Experience** (minimum of five years of leadership background in a comparable institution or nonprofit organization)
- **Fundraising** (experience with development program, capital campaigns, planned giving, special events; personal experience cultivating and soliciting individual donors)
- **Donor relations** (has developed effective communications and relationships with donors; demonstrated ability to cultivate current donors and expand their commitment to the organization and its mission)
- **Management experience** (has managed staffs of professional and hourly employees)
- **Financial Management** (can manage P&L and financial affairs of an organization; basic knowledge of investing)
- **Board relationships** (knowledge of effective governance practices and Board interactions)

- **Project management** (demonstrated experience planning, executing, and completing short and long term projects)
- **Media relations** (can effectively articulate goals, objectives, and positions to the media)
- **Community relations** (effective communications with the public, community groups, and elected officials)
- **Planning** (experience developing and implementing tactical and strategic plans.
- **Regional familiarity**

*The Hancock Historical Museum is a 501(c)3 nonprofit organization in Findlay tasked with preserving the rich heritage of Hancock County to honor the past and inspire the future. The museum seeks to fulfill its mission by preserving historic artifacts within our collections, exhibiting these tangible connections to our past, and instilling an appreciation for local history through educational programming. Since it was founded by five civic-minded businessmen in 1970, the Hancock Historical Museum has grown to become an important community asset and one of the most comprehensive organizations of its kind in the region.*