



POSITION ANNOUNCEMENT EXECUTIVE DIRECTOR

The Cortland County Historical Society (CCHS), a 501(C)(3) non-profit organization in Cortland, NY, seeks an Executive Director whose innovative leadership and strategic vision will further its mission to be a vibrant and highly visible meeting place for the discovery and discussion of Cortland's past through the promotion and stewardship of the community's historical objects and stories. The Society includes a museum and a research center, together comprising thousands of artifacts and archival materials documenting more than two hundred years of Cortland County's history.

RESPONSIBILITIES

The Executive Director reports to the Board of Trustees and is responsible for the daily operation of the museum and research center, including supervision of the staff, volunteers, and student interns. The director develops mission-appropriate education programs and fosters the historic preservation of the Museum and Research Center artifacts and collections. The successful candidate maximizes prior skills and experiences to enhance the Society's regional visibility, leads development initiatives (including grants, donor cultivation, and fundraising), and provides leadership for strategic planning to further the Society's goals.

OPERATIONS

- Work closely with the society's committees, which include but are not limited to the Executive Committee, Buildings & Grounds, Collections Management, Communications, Finance, Fund Development, Governance, Membership and Volunteer, and Program.
- Assure the Society's facilities are well maintained and managed efficiently..
- Implement effective technologies to ensure successful operations, communications, and marketing via e-mail marketing, social media, photo/video production, etc.
- Supervise development and expansion of the Society's volunteer program to build community outreach and boost membership..
- Expand membership numbers and levels of giving through expanded and enhanced membership programs.
- Ensure timely and accurate preparation and submission of forms and reports as required by Local, State and Federal government.

FINANCIAL

- Work with appropriate committees to develop fundraising plans and opportunities, including donor cultivation and grant writing.
- Develop an Annual Budget, working with the Treasurer and Finance Committee.

OUTREACH

- Maintain productive working relationships with community partners, agencies, businesses, town historians and other related organizations.
- Build a relationship with area schools, and SUNY Cortland; create ways for the Historical Society to promote and enhance local history; and, create student volunteer and/or internship programs.
- Raise the Society's visibility by overseeing the regular and timely publication of the CCHS newsletter.

- Working with the Communications Committee, assure regular and timely updates to the CCHS web and social media sites and promote the Society's work via local and regional publications and other media outlets.

QUALIFICATIONS

The Society's next director ideally brings the following qualifications:

EDUCATION/EXPERIENCE

- Undergraduate degree in a relevant discipline; strong history background, or demonstrated interest in history.
- Master's Degree in a related field preferred, e.g. history, public history, archival studies, museum or non-profit management or historic preservation.
- Experience in non-profit and/or museum management, preferably in leadership roles.
- Fiscal/budget, marketing, outreach, and management experience.

PERSONAL

- Exceptional oral and written communication skills, including the ability to speak publicly to a variety of groups, including K-12 school programs, society members, visitors, donors, and elected officials.
- Fluency in social media and other forms of outreach and marketing.
- Proficiency in computer and technology skills, including desktop publication, digital media and database management (e.g., Past Perfect).
- Attention to detail and follow-through.
- Passion for local history and knowledge of museum and preservation best practices.
- Ability to prioritize, initiate and follow-through with projects in an unstructured environment.
- Willingness to work a flexible schedule, including once-monthly evening Board meetings, weekend events, and community engagement and networking opportunities.

To apply, candidates should submit a cover letter explaining their interest in the position; a resume detailing relevant skills and qualifications; salary history and expectations; and the names and contact information for at least three professional references. Submit materials electronically as a single PDF attached to an email to Dr. Kevin B. Sheets, President, Cortland County Historical Society at cchsdirectorsearch@gmail.com. Questions regarding the position can be directed to Dr. Sheets by email or at 607-753-2060.