

## **Executive Director**

Portage County Historical Society (PCHS) seeks a part-time Executive Director to manage operations while guiding the overall vision for the organization. In conjunction with the Board of Directors, the Executive Director will develop and implement a strategic plan to ensure both the short-term sustainability as well as the long-term growth of the organization. The Executive Director will oversee institutional objectives in revenue generation, community engagement, and seasonal operations. This position is compensated at \$15,000 per year and will work an average of 15 hours per week. The Executive Director reports to the Board of Directors and will meet monthly with the Executive Committee.

### **Responsibilities:**

1. Promote PCHS through social media, engagement activities and programs, and community partnerships to expand the organization's reach.
2. Develop and implement a robust revenue generation strategy including fundraising, grant writing, donor cultivation, membership drives, and sponsorships.
3. Coordinate special events such as the annual Heritage Days to raise the profile of the organization while contributing to the cultural and civic life of Central Wisconsin.
4. Recruit, train, and manage a corps of volunteers to serve as docents for the summer season at Heritage Park and to support related outreach efforts.
5. Alongside the Board of Directors, develop a strategic plan to revise and implement the organization's vision, mission, values, and objectives.

### **Required Qualifications:**

- Bachelor's degree, preferably in Management, History, Social Studies Education, Museum Studies, or related field
- 1-2 years experience working at a non-profit organization or educational institution
- Prior development experience such as fundraising, grant writing, membership drives, and/or donor relations
- Proven track record of community engagement through social media, event planning, and/or revenue generating activities
- Ability to lift 50 pounds
- Willingness to work a variable schedule, including evenings, weekends, and throughout the summer season

### **Preferred Qualifications:**

- Prior museum operations or site management experience
- Experience in developing and/or implementing a strategic plan
- Experience recruiting and retaining volunteers
- Knowledge of Portage County regional history

Portage County Historical Society is an equal opportunity employer.