

Position Description and Application Process

Chief Executive Officer, Delaware Historical Society

General Statement of Duties:

As the Chief Executive Officer ('CEO') of the Delaware Historical Society ('Society'), the CEO is responsible for ensuring the quality programming and for the daily administration of the organization. The CEO works with the Board of Trustees to fulfill the organization's mission, to achieve the organization's vision, to enhance the organization's image in the community, and to fundraise. The CEO is responsible for the overall management of the financial function, building operations, public relations, marketing, and personnel management. The CEO represents the Society and its programs to key stakeholders, media, and other institutions.

Responsibilities:

BOARD OF TRUSTEES

- Reports directly to the Board of Trustees.
- Provides staff support to the Board of Trustees and committees of the Board.
- Keeps the Board of Trustees apprised of the current operations of the Society including but not limited to:
 - Programmatic activities and measures.
 - Actual financial performance versus budget.
 - Fundraising activities and results.
- Works with the board to develop the organization's strategic direction and implementation plan.

PROGRAMMATIC

- Supervises the Vice President of Programming.
- Reviews and recommends exhibits and events as part of an overall educational program; implements execution of exhibits and events.,
- Responsible for maintaining and improving professional practices such as acquisition, preservation, interpretation, and exhibition.
- Ensures implementation of acquisition and de-accession policies that guide and provide for reasonable growth of the Society's permanent collection.

COMMUNITY ENGAGEMENT

- Represents the Society by membership on appropriate community, governmental, historical, and professional committees.

- Serves as spokesperson and chief advocate for the Society. Enhances the Society's public image to expand interest and support.
- Actively seeks out collaborative opportunities with other nonprofits, corporations, and government agencies.

FUNDRAISING AND DEVELOPMENT

- Supervises the Director of Institutional Advancement.
- Oversees the development and preparation of funding applications to government, foundations, organizations, and business for operating, programmatic and capital support.
- Ensures grant funds are monitored and that required reports are submitted to funders on a timely basis.
- Works with staff and Board committees to build and sustain membership.
- Works with staff and Board committees to cultivate individual gifts of both financial support and collections support.

FINANCIAL, ADMINISTRATIVE, AND HUMAN RESOURCES

- Supervises the Executive Office Coordinator, the Director of Buildings and Grounds and the Financial Consultant.
- Develops the annual budget with the Finance Committee of the Board.
- Oversees the contractual bookkeeping firm to ensure proper maintenance of all accounting systems and functions. Ensures that the bookkeeping firm files all required state and federal forms including but not limited to 1099's, 990, and W-2's.
- Ensures maintenance of appropriate internal controls.
- Ensures timeliness and accuracy of financial and management reporting for government funders, foundations, and Board of Trustees; oversees the preparation of annual financial statements.
- Ensures legal and regulatory compliance regarding all financial and human resources requirements.
- Negotiates with vendors and outside contractors to obtain the best prices for goods and services. Monitors the performance of such vendors and contractors.
- On an annual basis, reviews insurance policies for adequacy of coverage as well as cost effectiveness.
- Ensures that the facilities and grounds are clean and in good repair.

Job requirements:

BA required. MA/PhD preferred. Formal training in history and/or museum management desirable.

A proven track record of administrative and/or managerial experience preferably in a cultural or nonprofit institution.

Experience working with an organization that is dependent on philanthropic funding.

Demonstrated knowledge of standards and best practices for historical societies, nonprofits, or similar organizations.

Proven ability to work cooperatively, diplomatically, and effectively with Boards, volunteers, community leaders, and staff.

Commitment to mission of the organization and demonstrates a servant leader attitude.

Salary:

\$110,000-\$120,000

To Apply:

Send cover letter and resume to Nancy@amazingnonprofits.com. Questions should be directed to the same email. Applications will be received through December 22, 2022.

Please do not contact the Delaware Historical Society directly. The search is being handled by Nancy Hall, 501(c) Solutions.

