

Berrien County Historical Association, Inc.
Executive Director

Position Description

The Executive Director, who reports to the Board of Directors, administers all aspects of the Association according to policies established by the Board.

Responsibilities:

1. Oversight of all History Center property and programs including: historic buildings, museum, on and off site exhibitions, collections, archives, educational programs, publications, memberships, volunteers, museum store and special events.
2. Fiscal control of the Association's assets and liabilities through budget preparation and management of payroll, accounts payable & receivable and banking. Serves as Board's liaison with outside bookkeeper and designated accounting firm including preparation of all materials necessary for monthly financial reporting to the Board, the annual audit as well as submission of the Association's IRS Form 990.
3. Design & execute a fundraising plan in line with the Association's Strategic Plan in order to attain financial stability by nurturing major donor relationships, securing program grants, sponsorships, memberships, contributions, paid programming events and other resources including active participation in all Board fund raising programs and events including the signature event and annual appeal.
4. Development and implementation of a promotional/marketing program including news media exposure, social media messaging, web site development/maintenance, public speaking opportunities, collaboration with other organizations (e.g. history centers & libraries), site tours, etc.
5. Recruitment and maintenance of a well-qualified, motivated and engaged staff (both paid and volunteer) through interaction, engagement, appropriate task assignment, supervision, evaluation and discipline within the guidelines of the Association's personnel policies.
6. Serve as Board's liaison with Berrien County's Parks Department, County Commission & Administration, Building & Grounds Department in negotiating and executing a suitable management agreement with the County in order to secure a stable funding source for the Association's programs & activities.

Further, together with the Board, to identify & advocate for site improvement/maintenance/preservation efforts to be undertaken through County cooperation, coordination, and/or financial assistance.

7. Provide leadership for the Association internally through policy recommendations & Board development and externally via participation in the larger Berrien County community through service with outside organizations and offering consultation and technical assistance to other organized history associations.
8. Facilitate a phased tactical implementation of the Association's Strategic Plan through engagement with the Board and Association membership.
9. As directed by the Board, investigate and pursue any other endeavors that advance the mission of the Association to preserve, promote and interpret the history of Berrien County.