

FLAGG TOWNSHIP HISTORICAL SOCIETY

518 4TH AVENUE, ROCHELLE, IL 61068

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Job Title: *Director*

Reports to: *Board of Directors*

The Director will be responsible for furthering the Mission to stimulate interest in Flagg Township history through education, research, collection and preservation of information for the benefit of the public of today and in the future and for the day-to-day operations of the Flagg Township Museum based upon the philosophy and goals of the Board of the Flagg Township Historical Society.

Duties and Responsibilities

- Works in conjunction with the Board to develop the strategic direction and establishes initiatives to fulfill the mission of the Museum to increase awareness and prominence.
- Directs the museum's operations, including development, education and public programming, finance, external communications, staffing and administrative duties.
- Manages and leads staff, volunteers, interns (may require a Master's Degree), and consultants.
- Directs fundraising and development activities, including grant writing and developing relationships with foundations, corporations, and individual donors.
- Directs the overall development of public relations and marketing initiatives serving as spokesperson and chief advocate for the Flagg Township Museum. Establishes strong partnerships in the community. Enhances the public image to increase interest and support.
- Oversees the maintenance of the property and facilities.
- Manages the collections held in public trust and facilitates appropriate exhibitions using cost-effective measures.

Qualifications

- Bachelor's degree or comparable experience
- Strong leadership abilities and also able to work independently; self-starter
- Excellent oral and written communication skills
- Museum experience, preferred but not required, including but not limited to:
 - Museum standards
 - Collections management
 - Conservation
- Nonprofit management experience including but not limited to:
 - Strategic planning
 - Grant writing and fund raising
 - Board administration
- Budget management
- Computer skills including but not limited to:
 - Data base management software
 - Social networking
- Ability to work well with diverse groups of people
- Time management skills, the ability to prioritize, and a willingness to work a variable schedule, including evenings as needed.

Working conditions

This is a part-time position of 23 hours per week and includes being available when the facility is open, Thursday through Sunday, 11 a.m. to 4 p.m.

The Executive Director also attends all meetings of the Board of Directors as a non-voting member of the board.