

## **Job Description: Executive Director, Morrison County Historical Society**

The Morrison County Historical Society (MCHS) is seeking a dynamic executive director who has experience in multiple areas of museum management and a passion for local history. The ideal candidate is one who believes that local history has a significant impact beyond its geographic boundaries and is willing to work with a variety of community organizations and museums throughout the state. MCHS is known for its contributions to the larger Minnesota museum field and for approaching local history and preservation as a key part of community infrastructure. Candidates who share this mindset are encouraged to apply.

### **About the Morrison County Historical Society**

The Morrison County Historical Society is a nonprofit 501(c)(3) organization dedicated to the preservation and sharing of Morrison County's history. The organization was founded in 1936, during the height of the Great Depression, and was an outgrowth of a WPA project to collect the histories of long-time Morrison County families. This focus on everyday county citizens remains a primary focus of the organization, which actively collects documents, photos, books, and three-dimensional artifacts related to Morrison County. MCHS owns and operates The Charles A. Weyerhaeuser Memorial Museum, a building specially designed by Foster Dunwiddie to serve as both an artifact that speaks to county history and an environmentally-controlled envelope to properly preserve collections and welcome visitors and researchers in experiencing county history. MCHS's slogan is "Today is history. Live it, save it, share it." It is the goal of MCHS to help people in seeing how they create history while also belonging to the larger sweep of history.

### **Major Responsibilities:**

#### **Management:**

- Supervise museum employees & volunteers.
- Oversee museum programming, classes, and exhibits.
- Oversee the management and maintenance of MCHS's physical resources, including the Weyerhaeuser Museum, the grounds and the collections.
- Keep abreast of developments in the museum field.
- Chair the Strategic Planning Committee to insure Strategic Plan is implemented.
- Support the board to advance MCHS's mission by ensuring that the organization has a sound short-term action plan and long-range strategy.
- Oversee contracts and related work being provided by contractors for MCHS.

#### **Community Visibility:**

- Coordinate all public relations, marketing, and communications.
- Oversee content and graphic design of newsletters, website, social media accounts, and other marketing materials.
- Work with the board to serve as spokesperson for the museum.
- Establish sound working relationships and cooperative arrangements with community groups and organizations as well as government entities to advance MCHS's mission.
- Serve as the liaison between MCHS and external stakeholders (members, donors, government, businesses and other nonprofits).

#### **Administration:**

- Attend board meetings.
- Ensure that the board is kept fully informed on the condition of the organization and all important factors influencing it through regular status reports on museum operations and activities.
- Work with the board in developing policy, crafting strategic plans, fundraising, budgeting and finance, and evaluating the organization so MCHS operates to the highest museum and nonprofit standards.
- Assist the board president in preparing agendas, board packets, and policy drafts.

**Finance:**

- Ensure development and maintenance of sound financial practices.
- Develop draft of the annual budget, with assistance of the bookkeeper, for board discussion and approval.
- Maintain official records and documents and ensure compliance with federal, state and local regulations.
- Lead in the pursuit and management of donations, grants, and other fundraising activities to fund the operations and goals of MCHS.

**Qualities desired:**

- Bachelor's Degree
- Minimum of 5 years experience in managing a museum
- Interest in Morrison County's diverse history & populations
- Excellent communications skills (oral and written)
- Knowledge and experience with nonprofit finances, budgeting, and fundraising
- Ability to plan and execute programs, events & classes
- Experience in managing and supporting employees and volunteers
- Willingness to actively engage with community
- Experience with facilities and grounds management
- Knowledge of proper care of museum collections
- Experience in providing public access to collections through a variety of mechanisms (exhibits, publications, digital media & etc.)
- Comfortable working with digital environments and digital collections
- Displays future-oriented thinking, innovative

MCHS is known for being a leader in Minnesota's museum field and for being actively involved with the community on a local (throughout Morrison County) and state level. The ED is expected to continue this leadership and to encourage the active involvement of other staff and board members.

**Salary Range:**

\$44,000 - \$47,000 per year at approximately 33 hours per week

**Benefits:**

Paid vacation, sick time, and holidays, and employer matching contribution to retirement.

**To Apply:**

Send a cover letter addressed to Gary Poser, President, Morrison County Historical Society, PO Box 239, Little Falls, MN, along with resume to [mocohistory@gmail.com](mailto:mocohistory@gmail.com). Include "Executive Director Search" in your email's subject line. The cover letter and resume may also be mailed directly to the above address.

Application materials are due on Friday, March 4, 2022 by 11:59 p.m. CST.