

**Mower County Historical Society  
Job Description for Executive Director**

Organization History

The Mower County Pioneer and Historical Society was formed on August 8, 1947 following that year's Mower County Fair. The group came about when, at that year's fair, the Fair Board honored all farmers of the county that had farmed and paid taxes for 50 years or more. A total of 52 men and women decided that it was time to erect a building dedicated to the pioneers of this county.

Two years later, on August 9, 1949, the Pioneer Building was dedicated during the Mower County Fair. Since then buildings have been added to the site with the most recent addition, the Agriculture Building in 2003. There is one building owned by the historical society that is not on the fairgrounds site. That building is the Booth GAR Hall in Grand Meadow. The building is listed on the National Register of Historic Places and is one of three remaining GAR Halls in Minnesota.

Mission Statement

The purpose of the Mower County Historical Society is to discover, collect, preserve and disseminate knowledge about the history of Mower County and to relate it to the history of the State of Minnesota.

Vision Statement

The Mower County Historical Society shall be a leader in preserving and interpreting the history of Mower County. MCHS will strive to meet professional museum standards and best practices in order to make it sustainable and to be better stewards of its collection in the future.

Position Description

The Executive Director serves as the lead staff member and overall administrator for the Mower County Historical Society. They are responsible for the day-to-day operations of the historical society's facilities. The Executive Director reports directly to the Board of Directors.

This position is full-time and may require evening or weekend hours as needed.

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### Education and Qualifications

#### Minimum Qualifications

- Bachelor's Degree in History, Public History, Museum Studies, Nonprofit Administration/Management, or related field. Sensitivity towards history is preferred.
- Experience in museum or nonprofit work for a minimum of 2 to 5 years.
- Knowledge of Past Perfect (version 4.0 or higher) and Microsoft Office programs

#### Desirable Qualifications

- Advanced degree in History, Public History, Museum Studies, Nonprofit Administration/Management, or related field.
- Management or administrative experience

### Administrative Duties

#### Daily Operations

- Provide daily oversight to the operations of the historical society.
- Maintain official records and documents to ensure compliance with federal and state laws.
- Maintaining a working knowledge of museum trends, professional standards, and best practices to be carried out when developing or improving operations, programs, exhibits, and collections care.
- Develop and maintain a Disaster Plan for the historical society.
- Direct and oversee routine maintenance of the site. Provide timely information to the Building & Grounds Committee on potential maintenance issues or necessary repairs.
- Performing any other duties as assigned

### Board of Directors & Governance

- Must attend all Board of Director, Executive Committee, and assigned committee meetings. Ensures a staff member is assigned and present at all other committee meetings.
- Provide leadership in developing short and long range goals for the historical society, organizational and financial goals, and effectively carrying out plans and policies established by and with the Board of Directors. This includes making recommendations for policies and initiatives to the Board of Directors or assigned committees. An appreciation for and knowledge of strategic planning is critical.
- Provide support to the Board of Directors in meeting its governance responsibilities as required by law. This includes keeping the Board fully informed and submitting regular reports about the condition and issues facing the Mower County Historical Society.

### Supervisory

- Responsible for the recruitment, hiring, training, supervision, and evaluation of historical society personnel (both paid staff and volunteer). In collaboration with

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the Executive Committee, carry out personnel termination as necessary. Ensure the historical society's facilities are adequately staffed for hours of operation, programs, and events to meet the needs of patrons. Track and report personnel hours (both paid staff and volunteers).

- Provide leadership to personnel that fosters loyalty, integrity, commitment and creative thinking. Maintain an open and cordial communication environment for personnel. Encourage and support continuing education efforts for personnel and board members within the available budget.

### Financial

- Record daily transactions and prepare deposits on a weekly or as needed basis.
- Working with the Board Treasurer, develop and manage a balanced annual budget as approved by the Board of Directors.
- Working with the Board Treasurer, maintain the financial assets of the organization.

### Funding & Development Duties

- Develop and cultivate new donors, members, sponsors, and foundation supporters. Create and maintain a means of regular communication with supporters.
- Identify grant opportunities and develop the appropriate proposals for soliciting funding.
- Develop new and expanded earned revenue strategies.
- Develop, plan, and implement fundraising efforts for annual gifts, memberships, grants, sponsorships, and capital campaigns. Coordinate major fundraising events with Board of Directors and assigned committees. This includes supporting the Board of Directors and staff members in soliciting contributions to further the historical society's goals and programs.

### Public Relations Duties

#### Programming and Outreach

- Develop and organize outreach programs on an annual basis to include the Lunchbox History Series, school and group tours, and education curriculum.
- The Executive Director should be comfortable and have experience speaking in front of a wide range of audiences.
- Supervise, develop, and evaluate historical society programming and outreach efforts. Maintain a stocked and open museum gift shop.

#### Community Relationships

- Serves as the public face, along with the Board President, of the Mower County Historical Society in a professional manner. Maintains a sound working relationship with government entities and their representatives, community organizations, other historical preservation organizations, and funding entities

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such as individuals, corporations, and private foundations. Maintaining relationships and connections within the local and regional news media.

- Contribute as an active member of the community through service groups and projects to establish and maintain important connections.
- Must have excellent rapport with a wide range of visitors, customers, and vendors that they will encounter. Excellent customer service is imperative.

### Marketing

- Design and deliver relevant publications and marketing materials for the historical society including the quarterly newsletter, regular e-newsletters, brochures, flyers, and pamphlets.
- Develops and disseminates public information for promoting the work and programs of the historical society to relevant media sources.
- e Ensure the historical society website, blog, and social media sites are updated regularly.

### Physical Demands

- The Executive Director generally works in a normal office environment with irregular exposure to heat and cold when conducting public speaking engagements, evaluating offered collections in situ, counseling those seeking advice in caring for their objects, and touring historic properties.
- The Executive Director must be physically able to lift, carry, move or push 50 pounds using proper techniques, and to stoop, bend, stand and/or sit for prolonged periods.
- All requirements are subject to modification to reasonably accommodate individuals with disabilities.

## Executive Director's Tasks

### January

- Complete committee reorganization for the year including committee assignments and chair/vice chair roles.
- Organize committees so they understand their goals for the coming year as it relates to the Strategic Plan.
- Mail newsletter
- Set Annual Fund goal and begin creating database

### February

- Complete Worker's Compensation Audit for insurance company
- Township Financial requests sent out.
- Letters to township residents sent out.
- Begin seeking sponsorships for programs and events.
- Begin organizing school tours for May
- Complete enrollment for Blue Star Museums Program

### March

- Complete EDP & Non-EDP Inventories for insurance company
- Complete Risk Assessment for insurance company
- Attend Mower County Township Officers Association meeting in Elkton on the 3rd Thursday.
- Send out bids for minor repair work
- Prepare Spring Newsletter to go out 1st Tuesday of April

### April

- Mail newsletter
- Secure promotions for the Lunchbox History Series April event
- Organize for Clean-Up Day
- Ensure site is ready to open for tours on May 1
- Submit information for 990 to the accountant
- Begin preparing budget request to the County
- Complete work on Annual Fund appeal and prepare letters to go out May 1

### May

- Organize volunteers for school tours
- Secure promotions for the Lunchbox History Series May event
- Begin process of lining up volunteers, promotions, etc. for Meadowfest at the end of June
- Discuss golf cart rental with Miner's Outdoor & Rec and Austin Power & Spm1 for Fair Week
- Discuss budget request with Finance Committee
- Secure promotions for Fair Week
- Begin work on board nominations for following year
- Mail Annual Fund appeal letters

### June

- Secure promotions for the Lunchbox History Series June event
- Secure promotions for Meadowfest activities

- Begin developing schedule for Fair Week
- Prepare Summer Newsletter to go out 1st Tuesday of July
- Get approval of budget request from Board and submit to County Coordinator
- Complete securing prizes for Christmas in the County raffle

#### July

- Conduct mid-year Strategic Plan review with the board
- Mail newsletter
- Begin scheduling volunteers for Fair Week
- Secure promotions for the Lunchbox History Series July event
- Start looking at promotions for Fall Harvest Celebration in September
- Get raffle tickets for Christmas in the County printed
- Line up Hormel Foods interns to clean buildings
- Prepare buildings and supplies for Fair Week

#### August

- Fair Week management -scheduling, daily visitor counts, daily garbage removal, money counting, open and close of site each day
- Secure promotions for the Lunchbox History Series August event
- Complete Hormel Foundation & Austin Area Foundation grant applications by September 1
- Prepare a nomination list for the board to review at September meeting.

#### September

- Secure promotions for the Lunchbox History Series September event
- Secure promotions for the Fall Harvest Celebration
- Start looking at promotions for Christmas in the County
- Begin developing Lunchbox History Series programs for following year
- Start planning and promotion for Family History Month in October
- Prepare Fall newsletter to go out the 1st Tuesday of October

#### October

- Begin developing programming and calendar for following year
- Begin developing grant schedule for following year
- Mail newsletter
- Close down buildings for the season
- Begin promotion of Annual Meeting for November
- Review Strategic Plan goals for current year and their affects on following year goal implementation
- Begin budget preparation for following year
- Conduct staff evaluations

#### November

- Annual Meeting the 1st Thursday of month
- Secure promotions for Christmas in the County in December
- Work with Finance Committee on budget for following year
- Complete most committee wrap-up work for year
- Conduct Executive Director evaluation

#### December

- Begin end of year processing
- Begin reorganization work for following year to begin in January
- Prepare Winter newsletter to go out the 1st Tuesday of January

#### Monthly Tasks

- Prepare board reports and send committee notices to board members
- Mail out membership renewals quarterly
- Participate in appropriate committee meetings (may be bi-monthly or quarterly meetings)
- Send out monthly e-newsletters
- Research grant opportunities

#### Weekly Tasks

- Prepare deposit for bank

#### Daily Tasks

- Acknowledge donor and member receipts
- Manage day to day operations and staff
- Interact with general public and handle transactions