

November 22, 2019

Executive Director

Ontario County Historical Society

Canandaigua, NY 14424

www.ochs.org

The Ontario County Historical Society (OCHS) seeks a full time Executive Director to replace the current one who is retiring after 25 years in the position.

Founded in 1902, the Society's Mission is to preserve and promote the history of Ontario County, New York. The county was the parent county from which all western New York counties were created. The Society owns and operates the County History Museum, a 10,000 square foot landmark building located on main Street in the heart of the Canandaigua city historic district. The Georgian Revival building was designed by architect Claude Bragdon and was constructed in 1914. The museum is open to the public year-round and is staffed by the Executive Director, Museum Educator, Curator and Receptionists. A large part of the activity for the organization is performed by dedicated volunteers. The Executive Director

The Executive Director is the principal professional in the organization who oversees the work of the museum staff and volunteers. They are expected to be available for evening and weekend work as needed.

Two important initiatives are under way at this time. The Society has been working to resolve a chronic space problem. After completing a Building Condition Report in 2017 and a Space Study in 2019, the Society under the direction of the Trustees has hired architects to undertake a Facility Master Plan that is expected to result in a Capital Campaign. The new Executive Director will be directly involved with this project.

In pursuit of its vision to have the museum as a community cultural center, the Society has recently partnered with the county arts council with the intent of diversifying its cultural audience and improve revenues. History and art exhibits together with their related educational programming have increased attendance and community participation in the Society's activities.

RESPONSIBILITIES

The Executive Director is responsible for the day-to-day management of the Society, its staff of four, operations, museum building and grounds. They will work closely with the Board of Trustees, the Ontario County community and the museum's volunteers in pursuit of its mission and vision. Job responsibilities include:

- Advance development through fundraising events, membership growth and retention, solicitation of gifts, planned giving and an annual operations appeal
- Apply for grants from New York State and local governments, area foundations and federal agencies
- Serve as the official spokesperson for the Society
- Manage the day-to-day operation of the museum
- Manage the day-to-day operation of the museum's computer system and work with computer consultants in resolving significant issues
- Manage the Society's social media platforms
- Coordinate the preparation of the museum's quarterly newsletter.
- Prepare agenda and facilitate monthly board meetings and the annual meeting of the Society in November
- Manage the organization's budget cycle
- Prepare financial information for annual accounting review
- Prepare and report bi-weekly payroll
- Prepare and deliver annual performance reviews to employees
- Manage the process of distributing the annual membership election ballot
- Prepare monthly invoices and deposits for accountants to enter into the system
- Manage the day to day activities of staff and their volunteers
- Manage museum publications program
- Assure compliance with the New York State Non-Profit Revitalization Act and other state laws.
- Assure all volunteers are properly screened, trained and supervised.
- Work with Board committees to plan and manage museum events and functions
- Serve as the Chairman of the Education Advisory Committee
- Represent the Society on community boards as needed.
- Periodically review and manage updates the Society's strategic plan.
- Enter into contractual agreements on behalf of the Society.
- Other duties and responsibilities as may be necessary to ensure the safe and responsible operation and management of the museum, its staff and assets

QUALIFICATIONS

Education:

A Bachelor's degree or higher in museum management, public or business administration or a related field; plus 5 years of progressively responsible experience in managing a not for profit organization or a museum

Experience Preferred

Understanding of museum funding sources available in New York State
 Working knowledge of PC based computer systems and MS Office Suite
 Working knowledge of Past Perfect software
 Working knowledge of older buildings and their mechanical systems

SALARY

The annual salary for the position will be commensurate with experience and qualifications. Benefits are negotiable.

APPLICATION INFORMATION

Interested professionals should submit .pdf documents to include a resume with cover letter, two professional references and salary requirements; Subject: Director Search to director@ochs.org or by mail to: **Search Committee**, Ontario County Historical Society, 55 North Main Street, Canandaigua, NY 14424. Application deadline: January 10, 2020.