



Essex County Museum and Historical Society Seeks Candidates for

The Position of Executive Director

The Essex County Museum and Historical Society, a community museum located on the shores of the Rappahannock River in historic Tappahannock, Virginia, is dedicated to preserving and communicating the rich history of Essex County and its tidewater region to Essex citizens and visitors through educational programs, exhibits, publications, and media presentations. The ECMHS has grown to the point where its Board of Directors has determined that a full-time Executive Director is needed to more effectively manage and expand the Museum's operations.

Job Description of ECMHS Executive Director Position

Position Summary:

The Executive Director job is a full-time position, reporting to the Museum's Executive Committee, with oversight by Board's President. The annual salary range for this position is \$40,000-\$50,000.

The Executive Director in effect will be the Chief Executive/Operating Officer responsible for ensuring the Museum is effectively fulfilling its stated mission in accord with the Board's overall policies and its strategic goals and objectives. The Executive Director will supervise and direct all paid Museum staff. In addition, the Executive Director will have primary responsibility for recruiting and supervising volunteers, who will continue to be vital to the Museum's operations, and for growing membership and raising funds to underwrite operating costs.

Core Responsibilities of the Executive Director:

Operational Plan:

- Create and execute an Operational Plan to support the strategic plan, goals, and objectives of the Museum. The Operational Plan should identify both fundraising and grant opportunities. Achieve a broader financial base by working to increase the number of members and the number of giving units and average giving amounts. Responsible for outreach and funding with local Government (Town and County) and management of rental spaces.
- Make reports regularly to the Board, Executive Committee and relevant Museum committees pertaining to the implementation of the Operational Plan.

It is anticipated that implementation of the Operational Plan will take approximately 50% of the Executive Director's time.

Strategic Planning:

- In consultation with the President and Executive Committee, develop a future vision, including a multi-year Strategic Plan, with long term, short term, and annual goals and objectives for the Museum, with specific measures of effectiveness (performance). The strategic plan should emphasize the Museum's image and educational role in the community, its educational outreach programs, its cultural leadership role, and close association with other area cultural organizations.

It is anticipated that this will take about 10% of the Executive Director's time.

Maintain financial and non-financial records to support the Museum's and Board's operations:

- Perform ongoing daily financial management following Board policies. Maintain the necessary records for the Museum and Board (e.g., necessary monitoring and reporting of development efforts).
- Prepare regular reports to the Board, and to the membership as requested by the Executive Committee.
- Maintain records related to utilization of the Museum.
- Keep records both electronically and in paper in an orderly and accessible system.

It is anticipated that maintaining records will take about 10 percent of the Executive Director's time.

Other Duties and Responsibilities of the Executive Director:

- Ensure that the exhibits, publications, genealogical material and social media interfaces (WEBSITE/FACEBOOK/SHUTTERFLY, ETC.) are consistently being perfected and that they reflect the Museum's mission, attract members and produce income.
- Recruit, hire, supervise, direct and terminate salaried personnel subject to Executive Committee direction and approval. An immediate priority will be the supervision of an Accounting and Operations Assistant to perform the following functions: (1) receiving invoices for goods and services; managing disbursements; maintaining all records under the Board's guidelines and procedures relative to payroll, IRS requirements, and cashflow management; and (2) maintaining membership mailing lists, soliciting membership fees, and being responsible for collection, deposit and recording of all revenues received by the Museum. The other paid, part-time staff position is the Curator, who has direct responsibility for exhibitions, acquisition of historic materials, and conservation, preservation and cataloguing of Museum assets. The Curator will report to the Executive Director.
- Ensure adequate staffing for the Museum to be open and staffed during posted hours of operation and to meet the Museum's needs and objectives. Create a congenial atmosphere and environment conducive for recruiting and retaining volunteers. Recruit, train, provide oversight and support as needed to the Museum's Volunteer Staff, including scheduling group tours and coordinating volunteer staffing for regular hours, special tours and events.
- Directly contract for Museum security operations, routine repairs, services and supplies and ensure that assets (lot and Building) are adequately maintained and work with Executive Committee for extraordinary remodeling, repairs and maintenance.
- Work with Curator and volunteers to develop and conduct all museum educational efforts and public program functions.

- Attend Executive Committee and Quarterly Board meetings and committee meetings; prepare reports/updates as needed.
- Plan and execute the Annual Meeting (e.g., prepare appropriate reports, draft the program, arrange for location, speaker and refreshments).
- Collaborate with all relevant community organizations such as Tappahannock Main Street, Chamber of Commerce, TAG, Essex County Women's Club, County Library, ECCA, Rotary, DAR, SAR, and serve on committees as appropriate.
- Oversee the Museum gift shop, including shop purchases, inventory records, setting prices, and providing necessary reports to the bookkeeper and Board.

These duties are anticipated to take about 30% of the Executive Director's time.

Skills and Expertise Required:

- Experience in planning, development, and management in a non-profit setting.
- Ability to serve as an articulate spokesperson for the Museum.
- Strong people skills, specifically working with volunteers, a Board of Directors, paid staff, and consultants/contractors.
- Previous experience with Museum and/or Executive Director position desired.
- Experience and proficiency working in a PC or MAC environment and knowledge of MS Word, Excel, PowerPoint, and Dropbox; and experience with Publisher, Past Perfect, QuickBooks and Shopkeeper are preferred.
- Adept at social media, especially Facebook and Instagram.

Further Qualifications:

The Executive Director should have at least a relevant bachelor's degree and 3-5 years' work in a related field or an equivalent combination of education and experience, demonstrating ability required to support a non-profit organization. Experience in planning and development in a non-profit organization is an important qualification.

Submission of Resumes:

Anyone who is interested in this position should promptly email their resume and contact information to: President@ECMHS.org . We plan to move quickly to interview selected candidates and then choose the Executive Director. If you have questions, please contact the Museum's President, Wright Andrews (202-441-6012 cell; wandrews@andrewsdclaw.com).

