

March 20, 2016

TCHA Job Description/Posting:

Position Description:

Executive Director

Organization:

Tippecanoe County Historical Association
Founded in 1928

Position:

Reporting to the Board of Directors, the Executive Director (ED) will have overall strategic and operational responsibility for TCHA staff, programs, expansion and execution of its mission. S/he will initially develop deep knowledge of field, core programs, operations, fundraising events and business plan. Also be willing and able to carry out initiatives from the Board.

Responsibilities

Leadership & Management:

1. Ensure ongoing local programmatic excellence, consistent quality of finance and administration, fundraising, communications and systems, rigorous program evaluation; recommend timelines and resources needed to achieve the strategic goals.
2. Actively engage and energize TCHA staff, volunteers, board members, event committee, members, partnering organizations and donors.
3. Develop, maintain and support a strong board of directors, serve as ex-officio of each committee, seek and build board involvement with strategic direction for local operations.
4. Lead, coach, develop and retain TCHA staff; responsible for orientation, training, work assignments and evaluation of each staff and volunteer.
5. Responsible for development of plans and budgets for consideration by the Board.
6. Responsible for developing and carrying out all on-going activities and special programs of the museum with budgets and policies authorized by the Board.
7. Responsible for facility and collections security, visitor safety and maintenance of facilities and equipment.
8. Attends all meetings of the Board and its committees, maintains liaison with them, provides financial and other reports as requested by the Board.
9. Maintain and develop excellent public relations with all aspects of our community.
10. Adhere to all articles of TCHA by-laws and personnel manual.

Fundraising & Communication:

1. Expand local revenue generating and fundraising activities to support existing program operations and TCHA annual budget.
2. Deepen and refine all aspects of communications - from web presence to external relations with the goal of creating a stronger brand.
3. Use external presence and relationships to garner new opportunities.

Qualifications:

The ED will be thoroughly committed to TCHA mission. All candidates should have proven leadership, coaching and relationship management experience. Concrete demonstrable experience and other qualifications include:

1. Prefer candidate to have a Bachelor's degree minimum or related experience working with a historical museum.
2. Prefer candidate to have a minimum of 5 years experience fundraising, along with experience in writing grants and donor relations skills.
3. Strong financial skills, including how to develop a budget and manage monthly income and expenses.
4. Candidate must have a minimum 5 year experience of managing a staff of 10 or more people.

5. Excellence in organizational management skills with the ability to maintain all data relevant to the organization.
6. Past success working with a board of directors with the ability to cultivate existing board members relationships.
7. Strong understanding of marketing and public relations, including social media and other traditional forms of marketing.
8. Candidate must have strong communication skills both written and verbal.

Compensation:

Includes salary, medical insurance, life insurance, retirement plan contribution, sick leave, vacation time and paid opportunities for professional development such as attending relevant professional training seminars, etc.

Send resumes to:

Mr. Terry Edgell, President of the Board of Governors, TCHA
P.O. Box 6735, Lafayette, IN 47903
or email to tedgello1@yahoo.com