

Job Description

Carlton County Historical Society (CCHS) seeks a part-time Executive Director to lead executive operations and supervise a small staff that carries out CCHS research and events, communications, and membership. The ideal candidate is experienced in non-profit finances and fundraising, serving the public, and organizational planning. This role is overseen by and works in collaboration with the CCHS Board of Directors. The Executive Director is the face of CCHS and is the leading force in advocating for CCHS, developing, creating, and maintaining partnerships that support the mission and sharing of local history in Carlton County.

Skills and Qualifications

- Bachelor's degree in museum studies or history, or equivalent combination of education and work experience
- Excellent written and oral communication skills
- Demonstrated experience with grant writing and fundraising.
- Experience working collaboratively in a continuous improvement environment.

Preferred Qualifications

- Minimum of two years of experience in management and/or supervision
- Demonstrated success with grant writing
- Minimum of two years of experience working with nonprofit organizations, museums & historical heritage organizations, tribal nations, local communities, and creating exhibits.
- Experience in planning and carrying out organizational growth initiatives.
- Experience working with historical or research-oriented collections.

Minimum Compensation

\$25,000- \$30,000

Application Deadline

April 30th, 2026

Submit applications to:

apply@carltoncountyhistory.org

OR

Executive Director Search Committee
Carlton County Historical Society
406 Cloquet Avenue
Cloquet MN 55720