



Executive Director Otter Tail County Historical Society

Position Overview

The Otter Tail County Historical Society (OTCHS) seeks a dynamic, mission-driven Executive Director to lead the organization into its next chapter of growth and community impact. This is a full-time, permanent leadership role that reports to the Board of Directors with a salary of \$50,000 - \$60,000 per year. This position is eligible for a full range of benefits, including health and dental insurance, retirement plan, and paid time off.

Core hours are Monday through Friday, with occasional weekend and evening hours as required. Day-to-day schedule has a high degree of flexibility, but hours are primarily onsite in Fergus Falls and Otter Tail County.

As the Society's chief executive officer, the Executive Director provides strategic vision, operational leadership, and public-facing advocacy—ensuring the preservation, interpretation, and celebration of Otter Tail County's history for generations to come.

Key Responsibilities

Organizational Leadership & Strategy

- Serve as chief executive officer with overall responsibility for personnel, finances, facilities, collections, and programs.
- Partner with the Board to set and implement short-, medium-, and long-term priorities.
- Lead organizational planning, including long-range strategic planning and future facility expansion to address storage and exhibit needs.
- Ensure policies, procedures, and standards align with professional best practices and the Society's mission.

Staff Leadership & Operations

- Directly supervise and support all staff, fostering a collaborative, inclusive, and high-performing team culture.
- Hire, manage, mentor, and evaluate staff; oversee position assignments, promotions, and disciplinary actions in accordance with policy.

- Develop job descriptions, staffing plans, and compensation ranges in collaboration with the Board.

Financial Management & Fundraising

- Prepare and administer the annual budget for Board approval.
- Approve expenditures in accordance with the approved budget.
- Coordinate annual audits and tax reporting.
- Plan and participate in fundraising and development efforts, including grant writing and management, alongside the Board.
- Authorize purchase orders and ensure responsible stewardship of Society resources.

Programs, Collections & Digital Growth

- Provide leadership oversight of programs, publications, exhibits, and public services.
- Support the curator and archivist in collections development and care.
- Participate in curatorial and exhibit work—devoting the approximate time equivalent of one month per year.
- Expand and maintain the Society's growing digital assets, increasing access and visibility.

Community Engagement & Advocacy

- Serve as the Society's principal, non-elective spokesperson and representative.
- Build and maintain strong partnerships with townships, community organizations, agencies, and institutions. This position is based in Fergus Falls but the Society serves the whole of Otter Tail County. Travel throughout the county is required.
- Promote the Society's mission, programs, and value to diverse audiences.

Qualifications & Experience

- Demonstrated administrative leadership experience, including:
 - Personnel management
 - Budget preparation and financial oversight
 - Grant writing and grants management
 - Marketing and promotions
- Education & Experience:
 - Bachelor's degree in history or a related field **plus** at least four years of relevant professional experience, **or**

- o Master's degree in history or a related field **plus** at least two years of relevant professional experience, **or**
- o Other commensurate experience.

Personal Qualities

- Strong organizational and planning skills with the ability to manage multiple priorities.
- Excellent communication and interpersonal skills; collaborative and community-oriented.
- Commitment to mentoring staff through regular feedback and performance reviews.
- Appreciates the importance of teamwork in a small, close-knit organization.
- A sense of humor and a passion for history are highly valued.

How to Apply

To apply, please submit the following materials:

- Cover letter (PDF preferred)
- Résumé (PDF preferred)

Finalists may be asked to provide references.

Email your application to chair@otchs.org with the subject line: Executive Director Application – [Your Name]

Please apply by 5 PM on Friday, February 27. The ideal start date is May 2026.

This role offers a unique opportunity to shape the future of a respected local institution while honoring and expanding access to Otter Tail County's rich history.