**LAKE COUNTY HISTORICAL SOCIETY**

Two Harbors, Minnesota

**Position Description: Executive Director**

## Position Summary

The Lake County Historical Society (LCHS) seeks an Executive Director to provide overall leadership, management, and professional administration of the Society. This includes the Depot Museum, the 3M Museum, the Two Harbors Light Station (Lighthouse) Museum, and the Lighthouse Bed & Breakfast. The Executive Director reports to the Board of Directors, and serves as the organization's primary staff leader, responsible for strategic planning, fundraising, financial oversight, collections stewardship, community engagement, and day-to-day operations across all sites and programs.

## About Lake County Historical Society

Organized in 1925, LCHS has taken many forms over the decades. Still, its mission has remained constant: to preserve and present the history of Lake County, Minnesota, through the study and interpretation of artifacts, documents, and photographs that tell the story of our past and present culture. The Society's work is funded primarily through gift shop sales, Lighthouse B&B revenue, membership, grants, and donor support.

## Key Responsibilities

### Strategic Leadership & Organizational Management

- Work with the Board of Directors to set strategic direction, organizational plans, and annual goals; keep the Board informed of activities, progress, and challenges.
- Manage and coordinate site operations so institutional and departmental goals are met in accordance with professional museum and nonprofit standards.
- Select, hire, train, supervise, and evaluate staff, seasonal employees, and contractors; foster a positive, accountable workplace culture.
- Recruit, coordinate, and recognize volunteers who support museum operations, events, and programs.
- Participate in all LCHS committees; coordinate Board meetings and prepare materials and minutes as needed.

### Sites, Collections & Preservation

- Oversee and coordinate the preservation, maintenance, and security of all facilities and grounds, including the Depot Museum, 3M Museum, Two Harbors Light Station and its associated structures, the Pilot House, and historic rail equipment, to maintain structural integrity and ensure visitor and staff safety.
- Work with the Buildings & Grounds Committee to plan and implement maintenance, restoration, and capital improvement projects.
- Manage the collections (artifacts, photographs, manuscripts, and historic structures) in accordance with professional curatorial standards, including acquisitions, accessioning, digitization, and long-term care.
- Oversee purchasing and inventory for the museum gift shops.

### Programs, Exhibits & Education

- Develop and implement educational and interpretive programs to engage visitors in meaningful learning experiences, using current best practices in historical interpretation.

- Coordinate and develop exhibits across sites that are accurate, accessible, and engaging to a broad range of audiences.
- Oversee the guest experience program, including staff training and visitor orientation materials.

**Fundraising, Grants & Financial Management**

- Secure, budget, disburse, and monitor fiscal resources so the Society and its sites operate effectively, efficiently, and in compliance with Society policy.
- Identify, research, and cultivate new funding sources; prepare and submit grant applications and corporate/foundation solicitations with Board approval, and manage related reporting requirements.
- Develop the annual operating budget with the Board and submit budget requests to Lake County as applicable.
- Work with the bookkeeper/accountant and auditor to oversee monthly financial reporting, internal controls, state and federal filings, and annual audits.
- Oversee financial operations, including accounts payable/receivable, deposits, credit card and expense reconciliation, insurance, and payroll.
- Record, process, and acknowledge donations and gifts; steward donor and member relationships.

**Marketing, Communications & Community Relations**

- Develop and implement an integrated marketing and communications strategy across the Society's website, social media platforms, email, and traditional media to promote museums, historic sites, and events.
- Maintain and update the Society's website and digital presence (lakecountyhistoricalsociety.org).
- Serve as the primary point of contact for media inquiries, community partners, and tourism organizations; represent the Society at community meetings and events.
- Produce newsletters, brochures, press releases, and other written materials promoting the Society's facilities, collections, and programs.
- Build and maintain relationships with affiliated organizations, including the Finland Historical Society and the Bay Area Historical Society, as well as regional tourism and historic preservation partners.

**Membership Development**

- Plan and implement membership recruitment, renewal, and donor-recognition strategies in coordination with the Board's membership committee.
- Build and sustain relationships with members, donors, and community stakeholders.

**Lighthouse Bed & Breakfast Oversight**

- Oversee the management and operations of the Lighthouse Bed & Breakfast in coordination with the B&B Manager, including staffing, guest services, reservations, rates, compliance (health department and licensure), housekeeping standards, and facility upkeep.
- Ensure the B&B maintains its educational focus through staff training and guest-facing interpretive materials.
- Review the B&B operating budget, marketing plan, and financial reporting with the B&B Manager.

Perform other duties as assigned by the Board of Directors.

## Required Knowledge, Skills & Abilities

- Proficient with technology, including standard office software, cloud-based collaboration tools, donor/membership databases or CRM platforms, and social media management.

- Demonstrated experience in staff supervision, human resources, and personnel management, including hiring, training, coaching, and performance evaluation.
- Ability to communicate and interact effectively with the public, media, donors, and government partners.
- Strong oral, written, and digital communication skills, including grant writing and public speaking.
- Knowledge of and ability to apply current historical interpretation methodology and techniques to develop engaging public programs.
- Knowledge of nonprofit management, including budgeting, financial oversight, short- and long-range strategic planning, office procedures, bookkeeping principles, and retail/hospitality operations.
- Ability to plan, organize, and maintain accurate organizational and financial records.
- Genuine interest in and commitment to local and regional history.

## Minimum Qualifications

- Bachelor's degree in historical administration, museum studies, history, nonprofit management, or a related field, plus two years of relevant program experience in historic site or museum management, OR an advanced degree plus equivalent experience.
- Demonstrated knowledge of preservation, maintenance, and security practices for historic structures, grounds, and landscapes.
- Basic knowledge of curatorial practices as applied to two- and three-dimensional objects and archival materials.

## Desirable Qualifications

- Master's degree in historical administration, preservation/conservation, museum studies, history, or a related field. Or 7 years' experience in the field.
- Knowledge of Minnesota history, particularly Lake Superior maritime history and Iron Range mining history.
- Experience with QuickBooks or comparable nonprofit accounting software and online payroll systems.
- Experience using digital marketing and social media platforms to drive audience engagement and fundraising.
- Experience in hospitality or lodging management.

## Compensation & Benefits

Salary range ($50,000 - $62,000) is commensurate with experience and qualifications. LCHS offers a collaborative work environment with the opportunity to shape the future of a historic regional institution.

## To Apply

Please submit a cover letter, resume, salary requirements, and the names of three professional references by email to nswg.gangi@outlook.com. Applications will be reviewed on a rolling basis until the position is filled. For more information, visit lakecountyhistoricalsociety.org.

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*Lake County Historical Society is an equal opportunity employer.*