



Executive Director

Location: Winona County Historical Society, Winona, Minnesota

Appointment: Administrative, Full-time

Position Available: June 1, 2026

Salary Range: \$60,000 to \$70,000

Essential Roles and Expectations of Executive Director

The Executive Director of the Winona County Historical Society provides visionary, mission-driven leadership to advance the organization's operations, long-term sustainability, and impact within the community. This role champions the Society's vision by setting strategic direction, strengthening organizational capacity, and fostering meaningful connections with diverse audiences and stakeholders.

The Executive Director leads key organizational priorities, including fundraising, community engagement, partnership development, property stewardship, and external relations, serving as a visible and effective representative for the Society.

Reporting to and working in partnership with the Board of Directors, the Executive Director supervises and supports staff in delivering high-quality exhibitions, collections care, educational initiatives, public programs, facility rentals, and retail operations. This position ensures all programs and services are executed with excellence, accountability, and a strong commitment to the Society's mission.

Responsibilities

1. Relationship Development and Community Engagement (60%)

- Lead the development program to grow revenue from public, corporate, foundation, and individual sources.
- Build a culture of philanthropy and steward relationships with donors, funders, volunteers, and community partners.
- Secure, track, and report gifts and grants.
- Increase awareness of WCHS through outreach, media, and public presence across the region.

- Expand county-wide access to collections and exhibits so WCHS reflects diverse perspectives and histories of the area.
- Sustain and cultivate respectful partnerships with Mdewakanton Dakota and other Native communities.

2. Organizational Leadership (40%)

- Set organizational vision and strategy in partnership with the Board of Directors.
- Lead staff team, collaboratively and adaptively setting goals, prioritizing tasks, and tracking progress.
- Responsible for ensuring accurate monthly financial reporting.
- Seek input and consultation from Native communities of the Oceti Sakowin and others in responsible stewardship of oral histories, and accurate representation in exhibits and programming.
- Direct marketing, communications, programming, and audience development, to strengthen public visibility, engagement, and revenue.
- Guide the effective use of communications and digital platforms to promote programs, exhibitions, and institutional initiatives.
- Oversee collections and facilities for the History Center (Winona), Willard Bunnell House (Homer), and Rural Heritage Museum (St. Charles).

Required Qualifications

- Bachelor's degree in public history or related field.
- 5+ years of leadership experience in a museum, historical society, or similar nonprofit.
- Commitment to public history/museums and collaborative, innovative practice.
- Fundraising and financial management experience.
- Experience securing and managing grants.
- Personnel management experience (hiring, coaching, evaluation).
- Excellent communication skills (speaking, writing, marketing).
- Ability to work effectively with staff, board, donors, volunteers, and community partners.

Desired Qualifications

- Master's degree in public history or related field, or equivalent.
- 3+ years as an executive director or comparable senior leader position in a nonprofit.
- Nonprofit business/operations management experience.

Job Requirements

- Availability to work evenings/weekends and travel regionally and statewide as needed.

- Reside within 30 miles of Winona or be willing to relocate.
- Valid driver's license.
- Ability to lift 40 pounds.

TO APPLY

Learn more at www.winonahistory.org.

Email your cover letter, resume, and three professional references as **one** PDF to: Anne Conway, Chair, Winona County Historical Society Search Committee, jobs@winonahistory.org. WCHS welcomes creative, transformative leaders; if you don't meet every qualification but believe you're the right fit, apply and tell us your story.

Preference will be given to applications received by May 1, 2026. Employment is contingent upon a satisfactory background check.