



Excelsior-Lake Minnetonka Historical Society POSITION ANNOUNCEMENT

EXECUTIVE DIRECTOR

(Posted March 1, 2018)

The Excelsior-Lake Minnetonka Historical Society's (ELMHS) mission is to preserve, document, and classify the physical history of the Lake Minnetonka area; to provide a means by which everyone can share in the history of the lake area; and to stimulate interest in the cultural heritage of the area.

Founded in 1972 and located in Excelsior, Minnesota, the Society collects, preserves and shares the history of the south Lake Minnetonka area including Big Island, parts of Deephaven, Excelsior, Greenwood, Shorewood, and Tonka Bay. The Society operates an Archives and a Museum which are free and open to the public and hold a large collection of Lake Minnetonka artifacts, photographs and documents. A number of books about Lake Minnetonka history have been published by the Society and the Society presents monthly "Tapping History" programs at the Excelsior Brewing Company, bringing topics of historical interest to the public in a convivial venue.

Position Description:

The Excelsior-Lake Minnetonka Historical Society seeks a part-time Executive Director to lead and oversee the day to day operations of this local historical society. Volunteers are currently in place to perform many of the necessary tasks. The position requires approximately 20 hours per week including some weekends and evenings and reports to the Society's Board of Directors.

Key Responsibilities: (training provided)

The Executive Director will be responsible for managing the three key areas ELMHS uses to fulfill its mission: an **Archives**, a **Museum** and **Public Programs**.

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Primary tasks include:

- Oversight of day to day operations of the Society.
- Volunteer recruitment, training, management and leadership including staffing the archives, museum and public programs.
- Communications with the public and press including administering the Society's newsletter, website, social media and press releases.
- Working with the Board of Directors to oversee the Society's membership program, individual giving, fundraising events and grant writing.
- Establishing strong partnerships with other historical societies, local governments and civic organizations.
- Working with the Board of Directors to develop the strategic direction and establish initiatives to fulfill the mission of the Society.
- Supporting the Board of Directors and committee facilitators in the development of an annual budget.

Key Qualifications:

- Bachelor's degree or higher.
- Experience in non-profit management or history organizations preferred.
- An interest in local history.
- Ability to manage public programs and events
- Willingness to work a variable schedule, including weekends and evenings when needed.

Key Skills:

- Strong organizational skills.
- Strong interpersonal skills including team building and working with volunteers and board members.
- Excellent writing skills.
- Excellent computer skills and familiarity with Windows and applications such as Microsoft Office, Google Drive, MailChimp and PastPerfect Museum Software.

Salary:

- \$20,000 to \$25,000 annually, depending on experience.

To Apply:

- Please submit a cover letter, resume and at least three work related references to info@elmhs.org. To learn more about the Society visit www.elmhs.org. Email info@elmhs.org with questions or for more information. This position will be open until filled.