



# Executive Director

Richfield History Center

The Executive Director provides leadership and administration for the operations and development of the Richfield History Center and Richfield Historical Society (RHS). The Executive Director has overall operational responsibility for RHS volunteers, programs, collections and exhibits as well as execution of the RHS mission. The Director reports directly to the President of the RHS Board of Directors (Board).

## **Success in this role will include the following:**

- Comfortable in all forms of public communication— including public speaking, writing and meeting with donors and patrons.
- Recruit, train, and supervise volunteers.
- Work closely with the Board in setting RHS goals and objectives.
- Represent RHS to the public and other organizations.
- Develop working and collaborative relationships with community organizations and individuals.

## **Required Qualifications**

- Love for Local History.
- A Bachelor's degree in History, Museum Studies, Business or equivalent.
- Appreciates the value of long-range planning.
- Committed to standards of excellence.
- Flexible and willing to learn new ways of doing things.

## **Desired Qualifications**

- Background knowledge of Richfield, MN's past.
- Experience in a broad range of financial, fundraising, administration, and museum operation activities.



## **Duties And Responsibilities**

25 Hours a week, part-time

\$20,000 Annually - \$15.38 per hour

*(the below percentages are rounded based on 25 hours/week)*

### **(1) Public Programming, 50%**

- Attend events around the city of Richfield, MN. This may include the Richfield Chamber of Commerce, local non-profits, Mayoral addresses, etc.
- Maintain the [Richfield Historical Society](#) website with accurate information.
- Sustain communication with RHS donors, supporters, and members through various forms of communication. This may include; e-newsletters, social media, and written letters, etc.
- Organize/attend meetings with Richfield business/organizations/city officials.

### **(2) Education, 10%**

- Manage and grow the annual educational programs around community schools.

### **(3) Volunteer Management and Training, 12%**

- Create Volunteer Job Descriptions for specific duties needed within the organization.
- Advertise volunteer opportunities with the public including; visiting senior facilities or volunteer groups, creating ads on social media platforms and the RHS website.
- Train volunteers in various jobs of the History Center and Bartholomew House Museum.

### **(4) Visitor Services and Public Relations, 12%**

- Manage the day-to-day operations of the Richfield History Center and historic Bartholomew House, including opening and closing the facilities at scheduled times, conducting tours, answering volunteer questions, ordering supplies and tracking visitation.
- Function as a point person for all patron inquires about the Society, history of the community and research questions.
- Create and manage an event schedule that fits within the Society's financial and time commitment abilities.
- Develop engaging exhibits within the History Center and displays at outreach locations.



## **Duties And Responsibilities (cont.)**

### **(5) Board Relations and Financial Performance, 12%**

- Responsible for leading the organization in a manner that supports and guides its mission as defined by the Board of Directors.
- Work with the Board to recruit, train, engage and empower an evolving Board leadership.
- Research and secure grant funding for History Center and program-related projects.
- Cultivate and solicit corporate and other sponsorships.
- Work with the Board Treasurer to manage income/expenses for the organization.
- Ensure the Society follows ethical non-profit practices.

### **Work Environment**

The Richfield Historical Society operates the Richfield History Center and Historic Bartholomew House Museum in Richfield, MN. The History Center includes exhibit space, collections, a research library, and a museum store. The Historical Bartholomew House (B House) built in 1852 is at the same location. The work is generally sedentary, although there is walking, showing tours in the B House, cleaning of the History Center, and carrying of lightweight items. Work is typically performed in an adequately lighted and climate-controlled office. Note: This job description is not intended to be all-inclusive, and the role includes all work apparent and assigned to meet the business needs of the Richfield Historical Society.

### **Application Process**

Interested candidates should submit a resume, cover letter and a list of three references. Mail: Richfield Historical Society, 6901 Lyndale Avenue South, Richfield, MN 55423 or email: [richfieldhistory@gmail.com](mailto:richfieldhistory@gmail.com)