



BOOTHBAY REGION HISTORICAL SOCIETY

Current Position Opening EXECUTIVE DIRECTOR

Overview

Boothbay Region Historical Society is seeking an independent, highly organized Executive Director to lead the organization as it grows and expands its mission. The Executive Director helps build and sustain relationships with the Society's members, volunteers, donors, and the public while supervising the organization's staff and coordinating activities of the Board of Trustees.

The Executive Director is responsible for publicity via publication of a periodic newsletter, email distribution and regular updates on social media. The successful candidate will write grants, plan events, and coordinate the meetings and activities of committees responsible for long range planning, finance, building and grounds, and collections & exhibits. A key role is coordination with the Executive Committee of the Board as well as working closely with the museum historian.

This is a year-round position, initially with a 30-hour work week, and the potential to grow. Salary for a 30-hour week begins at \$40K, with adjustments possible based on experience and qualifications. The person in this position regularly uses a computer and other office productivity equipment, such as copy machine and computer printer. This position requires working in-person at the Boothbay Harbor museum/office, working the occasional evening or weekend event, interacting with the organization's constituencies in the Boothbay Region, and may involve light travel. The person in this position needs to occasionally move about inside the office to access file cabinets, office equipment, etc. This description reflects the Board of Trustees' assignment of essential functions; it is not intended to be restrictive and other tasks may be assigned.

For more about the society, see our website at www.boothbayhistorical.org.

Main Job Tasks and Responsibilities

- Supervise Society staff to ensure staff accountability, engagement and empowerment with clear, consistent feedback and coaching
- Coordination of Board of Trustees committee meetings; work with the Executive Committee to ensure timely exchange of information on organizational progress
- Development and execution of social media campaigns for building community engagement with the Society
- Design and execution of a multi-year development plan including improvement to existing funding campaigns, development of new campaigns, cultivation of relationships with current and prospective donors. Participation in grant research and writing as needed

- Maintain the organization's development database and coordinate with the Office Manager to ensure best practices are followed for recording gifts in a timely and accurate manner and that acknowledgement letters are handled accurately and in a timely manner
- Represent the Society within the community on matters relevant to the Historical Society
- Support other activities of the historian and museum as needed, including visitor engagement, phone calls, research requests, exhibit installation and building maintenance/upkeep

Education and Experience

- Education in history or non-profit management
- Development experience in a non-profit setting
- Demonstrated skill in collaboration, supervision, delegation and issue resolution
Experience with Microsoft Office and Dropbox, as well as major social media platforms
- Direct experience with Little Green Light helpful

Key Competencies

- Leadership: people, organizations, ideas
- Ability to work independently as well as with a team
- Excellent interpersonal, written and verbal communication skills
- Strong organizational and time management skills with attention to deadlines
- Planning, problem analysis and problem-solving skills
- Comfortable interacting with peer organizations and the public and maintaining a presence in the Boothbay Region
- Discretion with private information

How to Apply

Applicants should send an introductory cover letter, resume, and contact information for three references, either via email at jobs@boothbayhistorical.org or via postal mail at PO Box 272, Boothbay Harbor, ME 04538-0272.

The deadline for applications is October 7, 2023.

Date posted: September 4, 2023