

## **Howard County Historical Society - Kokomo, Indiana**

### **Executive Director**

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**Reports to:** Howard County Historical Society Board of Trustees  
**Supervises:** professional staff, volunteers, interns  
**Status:** full-time; non-exempt

#### **POSITION SUMMARY:**

The Executive Director is charged with conducting the affairs of the Howard County Historical Society and the Howard County Museum, interpreting and applying the policies adopted by the Board of Trustees, implementing the long range plan of the organization, and controlling the operations and activities of the organization and staff. The Executive Director is a non-voting, ex officio member of all committees and facilitates their work. The Executive Director's responsibilities include education programs, collections, interpretation and exhibition, acquisitions and donations, and fundraising activities (i.e. annual campaign, capital campaigns, endowment campaigns; grant writing). The Executive Director maintains ethical and legal compliance with applicable laws and regulations; complies with established museum best practices and standards; and performs other duties and responsibilities as needed. The Executive Director is an employee of the Howard County Historical Society and Howard County.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

##### **Administration and Management**

- Promote professional museum practices to the Board of Trustees and staff.
- Work closely with the Board of Trustees and its committees, keeping Board members informed on major issues, facilitating productive meetings and well-informed decisions; providing leadership in the area of Board recruitment and development; and identifying need for policy development and/or changes.
- Oversees the facilities and assure their maintenance and upkeep.
- Effectively manage the staff and volunteers of the historical society.
- Administer the personnel policies of the historical society and Howard County.
- Implement the strategic long range plan.

##### **Development/Finance**

- Work with the Board and Fund Development Committee to create and implement fundraising programs and revenue streams.
- Identify grant makers and apply for appropriate funding as needed.
- Oversee the day-to-day financial position of the historical society and provide the Board with timely financial data for budgeting decisions and fundraising plans.

##### **Collections and Program**

- Act as "guardian" for the historical society's collection and facilities, which are held in Public Trust.
- Work with the curator and archivist to preserve, conserve, catalogue, and interpret the collections and to acquire collections that support the historical society's mission and policies.
- Work with the Board and curatorial staff in authoring and implementing policies and procedures regarding the collection that follow the Association of American Museum's Code of Ethics.
- Work with the Board, curatorial staff and volunteers to create and implement the exhibit plan.
- Create and implement local history programs to complement exhibits.

##### **Outreach**

- Represent the historical society to all its constituencies.
- Coordinate the historical society's public relations activities, including publications, press relations, website and social media.
- Implement the Board of Trustees Marketing Plan for the Society.