

Lebanon Historical Society

Interim Executive Director **Job Description**

History:

Located in agrarian Lebanon, Connecticut, the Lebanon Historical Society (LHS) was founded in 1965. A modern handicapped accessible museum known as the Lebanon Historical Society Museum and Visitors Center was built in 1998 and is now open year-round to the public. LHS has an expansive campus with historic, reproduction, and modern buildings, including state-of-the-art, brand-new collections storage. LHS's professional staff, Board, and volunteers manage public programs, rotating and permanent exhibitions, historic research, publications, and care for object and archival collections on behalf of the community. A publicly supported nonprofit organization, LHS activities are funded by its endowment, membership dues, other forms of annual giving, corporate and foundation grants, and governmental appropriations. The 17-member Board of Trustees (Board) is elected by the 300+ membership and directs LHS affairs.

Mission and Vision:

To encourage a sense of community, the Lebanon Historical Society connects residents and visitors with the people, places, objects and stories of the Town's past. By sharing an awareness of local history, the Lebanon Historical Society seeks to provide our community and visitors with connections to the past, an understanding of the present and a sense of responsibility for the future. Learn more about the Lebanon Historical Society, our campus, and our operating philosophy at <https://historyoflebanon.org/about-us/our-mission-history/>.

Opportunity, Position Location, and Term:

The BOD delegates to the Director the responsibility of executing LHS policies. The current Executive Director is transitioning to part-time Museum Curator. Therefore, the BOD is seeking an Interim Executive Director (IED) to lead the organization while the BOD plans to search for a permanent Executive Director.

- Expected six (6) month contract (to evolve, could be 6-12 months).
- The work schedule would likely be three (3) days per week, preferably on site for the three (3) days, but some remote work is possible. Typical business hours are expected with some flexibility for certain off-hours or weekend events. Typical staff business hours are Monday through Friday, 9am to 4pm; staff rotating on Saturdays, 12 to 4pm.
- Term to begin as soon as possible.
- Must be available for the term of the appointment.
- Should live or be willing to relocate in the short-term within commuting distance of the LHS.

Reports to: The BOD and is supervised by the Board President.

Supervises: The IED will have three direct reports including the Museum Curator, Business Manager, and Public Relations Manager.

Scope of Position and Overall Responsibility: The IED is the temporary executive director of the LHS, authorized and responsible for overseeing day-to-day operations, ensuring that programs and exhibitions are developed and implemented as planned, and supporting ongoing efforts to strengthen and improve the institution. The IED will consult with the Board President, designated board members, or board committees and staff as appropriate to make decisions for key tasks and any decisions with larger policy implications. They will make operational and programmatic decisions in consultation with staff.

The IED will provide the BOD with current, complete financial information, and bring before the Board any matters involving policy questions not already determined. They will keep the BOD informed on a timely basis of significant or substantial matters or intended actions affecting the institution. The Interim ED will carry out Board-approved policies and budgets.

A signed contract will formalize the relationship between the successful candidate and LHS. *The possibility of applying for the permanent ED position is not precluded; however, it should not be anticipated.*

General responsibilities:

- Administration and management of day-to-day matters of LHS operations and board communications.
- Provide short-term strategic and operational leadership to LHS. This includes leading staff, interacting with the public, and keeping finances and revenue generation on budget, as well as moving forward with current priority projects.
- Utilize knowledge of effective operations for a museum, providing recommendations for staff and Board on areas needing improvement or focus, in alignment with best practices.
- Help the Board clarify its vision and future leadership needs and help implement any designated governance or structural modifications.
- Provide effective and empathetic management and leadership.
- Facilitate a smooth transition for new ED once appointed.

Specific Responsibilities:

- **Board Liaison:** Work with the BOD to develop, inform, and/or implement LHS's strategic and operational plans. Attend board and committee meetings and facilitate effective board participation in business planning, financial oversight, community outreach, and fundraising.

- **Staff Oversight:** Overall responsibility for support and retention of staff and volunteers. Foster staff morale through the transition and build staff readiness and excitement to partner with a new ED.
- **Development Oversight:** Oversee and encourage support from sponsors/donors for current operations and fundraising activities. Identify and apply for grant funding.
- **Financial Management:** Monitor LHS's financial performance and financial controls; closely monitor the budget, especially tracking revenue generation and expenditures. Provide timely financial reports to the BOD. Ensure accurate financial planning for LHS's operations.
- **Facility Oversight:** Working closely with the staff and Building & Grounds committee, oversee the LHS buildings and grounds.
- **Planning and Content Delivery:** Oversee development and installation of all exhibitions, programs and interactives, working with staff and volunteers. Steward multi-generational ongoing audience engagement.
- **Community and Partner Relationships:** Maintain the public presence of LHS and sustain relationships with key LHS stakeholders, donors, business and community partners, the media and the LHS's members and audiences.
- **Transition planning:** With a Board-appointed transition team, assist in preparing for a permanent ED placement.
- **Compliance:** Ensure the organization meets all financial, legal, and regulatory compliance.
- **Miscellaneous:** Other related activities as requested by the BOD.

Compensation and Status:

The IED will contract for six months (to start) as an independent consultant. Salary range: \$22,000-\$26,000.

Qualifications:

- Seasoned nonprofit manager with successful executive experience managing an organization (programs, strategy, staff, finances, and systems/infrastructure)
- Fiscal management, oversight, and budgeting skills

- Ability to maintain relationships with external stakeholders and funders
- Experience working with boards of directors
- Academic training, professional work experience, and/or prior museum leadership experience a plus

Desirable traits:

- A consensus builder; collaborative, motivating, brings team-building skills
- Strategic thinker; effective partner in problem-solving
- Good listener, “ear-to-the-ground” awareness
- Quick learner
- Proactive communicator
- Handles pressure well
- Delegates effectively
- A hands-on doer, not afraid to roll up their sleeves

To Apply:

To apply in confidence, please submit your application packet via email by January 2, 2026.

Your application packet should include:

- 1) A résumé or Curriculum vitae, *stating your availability to start work.*
- 2) The names and contact information for three professional references, indicating their relationship with the candidate.

Send your application packet to executivesearchlhs@gmail.com. In the Subject Line, please include “IED Search.” Only complete applications (including both the résumé with availability and three references) will be considered.

Questions? Please email executivesearchlhs@gmail.com. Applicants are encouraged to apply early as candidates will be considered on a rolling basis. All applications and nominations are kept confidential; we will not contact references without your permission. Nominations are welcome.

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