



GLEN ELLYN HISTORICAL SOCIETY Executive Director Qualifications and Responsibilities

Glen Ellyn Historical Society Mission: To research, collect, preserve and present the history of Glen Ellyn and educate and engage the community in understanding the effect of its heritage on the present and the future.

Background: Glen Ellyn Historical Society is a volunteer-based organization established in 1969. Volunteers provide docent staffing for Stacy's Tavern Museum and resource assistance to professionals and individuals by utilizing the Society's extensive reference, pictorial and artifact collection. Programs on the history of the Glen Ellyn community are offered throughout the year and are typically organized and often presented by volunteers. The Society operates a gift shop and has published several books on local history with plans for future publications. The Society's membership currently approximates 300 and it employs an Executive Director and two part-time staff.

Position Summary: The Executive Director manages the day-to-day activities and operations, directing and coordinating the work of staff and volunteers. The Executive Director reports to the Board of Directors and works closely with committees while assuming the overall leadership role in guiding all administrative, fund raising, fiscal, and community-oriented activities and programs.

Essential Qualifications:

- Minimum of 2-3 years as a professional in a management position preferably in a museum or historical society, in the Executive Director role. This experience should include budgeting and staff management as well as program development.
- An understanding of collections best practices and museum management.
- An understanding of financial management, including budgets, financial reports and investments.
- Demonstrated ability to be organized, disciplined and a self-starter.
- Excellent written and verbal skills including public speaking.
- Leadership skills including:
 - Demonstrated ability to recruit, motivate and manage volunteers and staff,
 - A history of Board interaction and strategic planning,
 - The ability to work with a policy and practice driven organization.
- Fundraising experience: Ability to manage ongoing fundraising activities and to plan, design and oversee fundraising campaigns and grant applications.
- The ability to solicit and close major donor gifts.
- Ability to develop a strong relationship with Glen Ellyn and agencies and individuals within the community (e.g. Village government, park district, library and civic organizations).

Secondary Qualifications:

- An attitude that encourages positive interaction with members, volunteers, staff and people in the community.
- Event planning experience.
- Computer skills (e.g. Word, Excel, Power Point) experience using QuickBooks and PastPerfect museum management software.
- Graphic arts experience.
- Experience with designing educational programs and working with youth.
- Network of connections within the museum field
- Knowledge of historic preservation.
- Appreciation for American history, architecture, and artifacts.

General Responsibilities:

- Be the public face of the Society and Stacy's Tavern Museum in the local community and beyond, establishing them as superior cultural institutions with a reputation for excellence. Build relationships with and attend key meetings of relevant community organizations (e.g., Chamber of Commerce, Village of Glen Ellyn, Historic Preservation Commission, etc.).
- Work with the Board of Directors and each of the committees to assure the mission, vision and financial goals of the Society are consistently met through activities and programs.
- Coordinate and/or prepare all materials for monthly Board of Director meetings.
- Maintain all official records and documents of the Historical Society and coordinate required filings to ensure compliance with federal, state and local regulations for a 501c3 non-profit organization.
- Oversee the handling, care and preservation needs of the Society's collections.
- Work with the appropriate committees to develop and execute fund raising and membership growth strategies.
- Maintain and analyze member and donor database for future outreach initiatives.
- Work with Finance Committee to prepare budgets for approval by the Board of Directors and ensure that the organization operates within those budget guidelines. Partner with the Treasurer to ensure timely completion of Annual Review/Audits and tax filings.
- Partner with the Board to develop a comprehensive marketing strategy that maintains and builds GEHS membership, and attracts visitors to Stacy's Tavern Museum, the Society's activities, and Stacy's Corner Store.
- Prepare/supervise regular communications with members and the public through newsletters, press releases, local advertising, the Society's website, and various social media.

- Create and maintain a climate that attracts, retains and motivates employees and volunteers and inspires them to give their time and talent for the benefit of the Historical Society. This includes responsibility for employing, managing, compensating and discharging of employees and volunteers, subject to Board review.
- Provide leadership in developing, scheduling and executing educational and entertaining programs and exhibits.
- Become well versed in the history of Glen Ellyn and an advocate for its presentation to the community.
- Oversee maintenance and security for all GEHS properties in partnership with the Village of Glen Ellyn.

Please forward resumes to: Glen Ellyn Historical Society President
 Glen Ellyn Historical Society
 800 N. Main Street, Glen Ellyn, IL 60137
Email: president@gehs.org Phone: 630-469-1867 x101