

Job Opening: Executive Director, Illinois State Historical Society

Background:

The Illinois State Historical Society (ISHS), founded in 1899, is seeking an executive director to implement its mission of promoting Illinois history and to run its day-to-day operations. This is a full-time position based in Springfield, Illinois.

The mission of the ISHS is to foster awareness, understanding, research, preservation, and recognition of history in Illinois. The ISHS actively promotes and advocates for the study of Illinois history through its 118-year-old quarterly journal, its web site, historical markers program, educational activities and programs, outreach, and support of local historical societies and allied organizations.

The ISHS is a not-for-profit organization and is not a state agency. It depends solely on membership dues, gifts, bequests, and foundation grants for support. For more information on the organizational profile of the ISHS, please visit

<https://docs.google.com/document/d/1mn3UkzpHO4lZLl179YtEB26jEvaHDA/-/edit?usp=sharing&ouid=115311091081525268368&rtpof=true&sd=true>

General Duties:

Reporting to the president and the board of directors and working with ISHS board members, the executive director leads planning and implementation of the Society's annual and long-term objectives; spearheads fundraising and organizational development; prepares and monitors the ISHS's budget; supervises, monitors and evaluates all full- and part-time staff (currently 2 staff); and presents ISHS programs to membership and the general public. Job responsibilities of the executive director are described in Article IV of the ISHS Bylaws and this job description reflects those responsibilities.

Specific Duties:

External Duties:

1. With guidance from the Executive Board, Board of Directors and Advisory Board, plans, develops, and manages all Society programs, including education and outreach through the society's website, the historical markers program, awards programs and the *Journal of the Illinois State Historical Society*.
2. Coordinates fund raising activities of the Society, in cooperation with the ISHS Board, and participates in all stages of fund-raising activities, including working with the board on donor identification and solicitation, serving as primary liaison to donors and other potential benefactors, and creating and implementing strategies, goals, prospect research, and an overall

development strategy. In partnership with the Board of Directors, the Executive Director will be responsible for establishing achievable and measurable fundraising goals.

3. Works closely with the Executive Board, Board of Directors, Advisory Board, committees and volunteers to ensure Society objectives are met.

4. Leads communication efforts, including defining key messages, setting the editorial calendar, and serving as the organization's key spokesperson to the public and stakeholders. Assists with the Society's social media presence, including the Society's website. Develops and distributes promotional materials related to the Society's programs.

5. Assists the board and president in maintaining positive, productive relationships with related agencies, constituency groups, and vendors.

6. Performs other duties as assigned.

Internal Duties

1. Works with the Board of Directors, and the ISHS President and ISHS Treasurer to develop, implement, administer and monitor the ISHS 's finances and annual budget.

2. Is responsible for the general oversight of staff, including approving time off, assigning tasks and other duties.

3. Directs, guides, and evaluates staff and volunteer activities related to fulfillment of the Society's programs and grant funded deliverables.

4. Manages ISHS membership and board meetings, arranges and administers board and committee meetings in person and virtually.

5. Serves as principal liaison with University of Illinois Press regarding all aspects of membership development, maintenance and renewals as well as marketing and promotion.

6. Writes grant applications and other materials related to financial support of the Society's programs and projects

Requirements:

Requires a master's degree in communications, history or a humanities related field, or seven years of relevant professional experience. Previous experience in fundraising or serving on a team responsible for fundraising also required. Knowledge of Illinois history and government a plus.

Salary: Starting salary of \$82,500 annually, with an additional stipend for the purchase of health insurance.

Benefits: Retirement, paid holidays, vacation days, sick time.

Work location: Springfield, Illinois with some travel within the state.

For more information and to apply, please submit:

Cover letter outlining your interest in the position and your qualifications.

Resume

The names, titles and contact information of three references

Applications will be reviewed on a first-come, first-serve basis until a candidate has been hired. Applications may be submitted by regular mail service or by e-mail. Acknowledgement of receipt of an application will be sent to an applicant when the application is submitted.

Please submit the application to:

David Joens, Interim Director

Illinois State Historical Society

411 E. Monroe

P. O. Box 1800

Springfield, IL 62705

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