



TALKEETNA HISTORICAL SOCIETY

Talkeetna Historical Society is seeking a dynamic and highly organized Executive Director who shares our vision of “*being a leading voice in preservation of Talkeetna’s history, natural environment, and character*”. The Executive Director oversees the Historical Society and all operations of the Museum. This is a salaried full-time position with a flexible schedule, paid vacation/sick leave, and professional development opportunities.

POSITION SUMMARY:

Successful candidate is someone who is energetic, self-motivated, and possesses solid writing, verbal and computer skills. Also has the ability to build good working relationships with state and local grant makers, community and business leaders.

ROLES AND RESPONSIBILITIES:

Community Engagement and Revenue Enhancement

- Develop and maintain appropriate partnerships throughout the community to enhance the organization’s reputation, brand, and standing locally and regionally.
- Lead staff and board in comprehensive development activities to achieve revenue goals.
- Provide leadership as a visible spokesperson who communicates internally and externally the organizational direction and vision, and tells the THS powerful story, to build commitment and support.

Leadership and Organizational Administration

- Provide leadership and direction to ensure the continued managerial and team building—of a diverse and inclusive staff,
- Oversee all day-to-day operations, with a special emphasis on school and community program activities.
- Actively engage with museum professionals, participating in meetings and with organizations to share and implement current best practices and industry trends with staff and boards.

Collections Stewardship, Exhibition, and Program Planning

- Oversee exhibition development/installation and maintain preservation standards.
- Management and development of the permanent collection, and archives, and provide proper care.

Organization Mission and Strategy:

- Works with the Board and staff to update the museum's strategic plan and to ensure that the mission is fulfilled through programs, execution of recent strategic plan and community outreach.

Financial Performance and Viability:

- Works with the Finance Committee to develop resources sufficient to ensure the financial health of the organization
- Responsible for fundraising and developing other resources necessary to support THS's mission.

Board Governance:

- Responsible for leading THS in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions. Collaborate with all board committees and provide whatever support the committees need to perform their work.
- Works with the board Chairman to develop Board meetings agenda, schedule board meetings and ensure that all meetings' minutes are appropriately located and filed.

Qualifications:

- Bachelor's degree or 3-5 years professional experience in non-profit management,
- Related work experience in the museum field, community and/or nonprofit is a plus
- Experience in working with capital campaigns and building restorations

A Little Bit about Talkeetna

Talkeetna is a vibrant small community at the end of the road where three rivers meet. In the summer this artsy/outdoor community is a tourist destination and in the winter months it is a haven for cross county skiers and aurora seekers. There are many opportunities in the summer and winter to explore the rivers, fish for salmon, watch moose and hike and ski the many trails.

Salary: \$42,000 annual, FT

Please send application letter, resume, and three references to:
Search Committee, c/o Holly Stinson, PO Box 1107, Talkeetna, AK 99676.

You may also email application letter, resume and references to: esearch279@gmail.com