



TALKEETNA HISTORICAL SOCIETY

Talkeetna Historical Society is seeking a dynamic and highly organized Executive Director who is aligned with THS's vision, mission, and values. The Executive Director oversees the Historical Society and all operations of the Museum. The Executive Director maintains a culture of excellence and motivates staff/volunteers to maintain the quality of exhibitions and programming, while increasing the scope of the Museum's work. This individual should have a strong sense of the Museum's values, a clear sense of who the museum serves, and the ability to make the museum relevant for years to come.

POSITION SUMMARY:

The Executive Director reports to the Board of Directors and will have day-to-day oversight of all operations. He/she will build collaborative partnerships and serve as the organization's representative to the public and community. The Executive Director will provide significant oversight and guidance to the organization's budgeting and financial management efforts. He/she will function as the liaison between grantors, governmental representatives, and community partners. Complying with federal and state rules and regulations, this individual will ensure that THS continues to find innovative approaches and funding sources for museum operation and new programs that support its mission.

ROLES AND RESPONSIBILITIES:

Community Engagement and Revenue Enhancement

- Develop, steward, and maintain appropriate strategic 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, and maintain strong relationships with government leaders, private donors, and the funding community.
- 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 inspirational leadership and direction and ensure the continued managerial and team building—of a diverse and inclusive staff, and development of a professional and efficient organization.
- 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.
- Oversee the management, programming, and growth of THS

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 the fiscal integrity of THS to include submission to the Board a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support THS's mission.

Board Governance:

- Works with and reports to the board to fulfill the THS's mission.
- 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 and schedule board meetings and ensure that all meetings' minutes are appropriately located and filed.

Qualifications:

- Bachelor's degree is required and a master's degree in administration, nonprofit management, business, history, or a related field is preferred.
- At least 5 years of relative work experience in the museum field, educational and/or nonprofit or association leadership is expected.
- Experience in working with capital campaigns and building restorations
- At least 3 years at a management level and a combination of the following:
 - * Knowledge of current practices, theories, ethics, and policies in the field of museums
 - * Experience in financial analysis and reporting techniques; human resources; and risk management
 - * Exceptional written and verbal communication skills
 - * Proven ability to build relationships with peer institutions and leaders locally and statewide.
 - * Working knowledge/experience using the Past Perfect Software for collections management

A Little Bit about Talkeetna

The Talkeetna Historical Society and Museum is in 'beautiful downtown Talkeetna' in Talkeetna, Alaska near the base of the tallest mountain in North America. We are on the lands of the Dena'ina Mountain People. The unincorporated village of 1,000 people is at the junction of 3 large glacially fed rivers in south-central Alaska. In winter purple sunsets glow on Denali, and in summer the tiny town welcomes about 1,500 visitors from around the world each day along our Main Street and Historic District. The town, originally a small seasonal native hunting/fishing area, developed with construction of the Alaska Railroad in 1916, and then in the early 50s became a mountain climbing hub for mountaineers attempting to summit Mt. Denali. Its history revolves around native archeology, aviation, mining, trapping, railroad, and mountaineering.

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

Application must be received by January 27, 2023, for consideration.

Start date March 27, 2023