



Job Description
EXECUTIVE DIRECTOR
Sept. 26, 2024

The Poulsbo Historical Society is a 501(c)(3) nonprofit organization whose mission is to collect, record, preserve, and exhibit the history, heritage, and culture of Poulsbo and the surrounding communities. Poulsbo Historical Society was established in 1991 by a small group of local residents concerned about preserving Poulsbo's history. PHS runs four museums: The Maritime Museum and the Heritage Museum on Front Street, Martinson Cabin on Viking Way, and an Archive & Resource Center in City Hall. All four museums are open free of charge. PHS also operates a gift shop in the Maritime Museum.

As the Executive Director (ED), you will be the face of PHS in the community and will manage the day-to-day operations of the organization (supported by our dedicated staff and volunteers). The ED reports to the Board of Directors and is responsible for overseeing the daily operation of the Poulsbo Historical Society including membership, marketing, programs, facilities, volunteer and staff development, gift store, financial sustainability and strategies (including fundraising), community relations, and collaborations with community agencies. The executive director is responsible for implementing the PHS Strategic Plan and working with PHS volunteers and staff to develop strategies to promote the organization's mission.

The ED will spend a significant amount of their time working with PHS volunteers and staff and independently in developing relationships with current and potential donors, exploring funding opportunities, and assuring PHS' fundraising revenue goals are met.

Internal: The executive director reports to the Board of Directors and oversees the staff of the organization.

Board of Directors

Working together with staff develops specific, written, long- and short-range plans for the development of PHS programs and services and submits to the Board annually for approval. Maintains regular communication with the Board and various Board committees and keeps them informed. Interprets trends in the field(s) of service in which the organization is engaged, by maintaining involvement in the professional field as a whole. Participates in an orientation and training program for the Board.

Develops, maintains, and supports a strong Board of Directors; serves as an *ex-officio* member of each committee; seeks and builds board involvement with strategic direction for ongoing local operations.

Staff

Oversees day-to-day operations of all four facilities including supporting, coordinating with, and directing key staff (paid and unpaid) in the performance of their duties; develops job descriptions, salary ranges, and evaluates the performance of key staff members to provide overall accountability for the personnel function of the organization including approval of personnel actions. Supports and coordinates volunteer staff activities.

Ensures ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems; recommends timelines and

resources needed to achieve the strategic goals. Actively engages and energizes PHS volunteers, Board members, event committees, alumni, partnering organizations, and funders.

Ensures effective systems to track progress and regularly evaluates program components so as to measure successes that can be effectively communicated to the Board, funders, and other constituents.

Planning and Communications

Evaluates the services being provided by the organization in relation to specified goals and standards and recommends modifications where appropriate. Recommends and/or provides input on proposed new programs. Works with the Board of Directors and staff (paid and unpaid) to identify, initiate and manage sustainability of the organization as well as capacity building to meet the needs of the future.

Along with staff and volunteers, deepens and refines all aspects of communications—from web presence to external relations with the goal of creating a stronger brand. With the Marketing Committee, the ED will establish an annual communications plan and oversee the implementation of the plan. Uses external presence and relationships to sustain and develop new opportunities. See Public Relations below.

Finance

In collaboration with staff (paid and unpaid) prepares PHS budgets related to physical, financial, and human resources, and is accountable for monitoring and reporting the status of budget resources. Working with Board Treasurer and bookkeeping personnel, the ED is accountable for all financial operations of the agency.

Fundraising

In coordination with staff, Board of Directors and the Fundraising Committee, directs, oversees and implements all fundraising activities to assure PHS has the ability to meet its goals through contributed financial support. Duties will include face-to-face meetings, writing letters of thanks, representing PHS at community events, engaging and supporting the Board of Directors in donor solicitations, taking an active role in the planning and implementation of fundraising initiatives including all events and capital campaigns.

External: The Executive Director handles public relations activities, client relations, and interagency relations functions.

Public Relations—Interprets the benefit of PHS to the community through direct involvement and through public relations programs, including personal contact, descriptive program literature, and work with the media; works closely with the Board, staff, and volunteers for an effective division of labor.

Interagency Relations—Maintains appropriate relations with other professional and social service groups in the community and serves on appropriate community committees, individually or as represented by Board, staff, and/or volunteers. Works to develop and maintain partnerships with other organizations and community groups to enhance PHS' profile in the community.

Operations—Recommends policies to the Board and/or assists in the formulation of effective policies by the staff or the Board. Has chief administrative responsibility for public accountability, maintenance

of facilities, and regular reporting to various bodies. Carries chief staff responsibility to ensure that PHS' legal obligations are met including annual filings to Washington State and the Federal government.

Job Requirements

- Enthusiasm for local history and PHS' mission.
- An open and transparent communication style that keeps the staff and Board informed on relevant issues in real time.
- Education: B.A. or B.S. degree in Communications, Public Administration, or similar field. M.A./M.S. preferred. Equivalent combination of education and work experience will be considered.
- Experience: Three years of supervisory or managerial professional experience; experience with a nonprofit is preferred.
- Skills: Ability to work effectively with volunteer boards and committees; ability to plan, monitor, and evaluate budgets; ability to support and coordinate people; ability to organize, plan, and implement activities appropriate to further organizational goals.
- Knowledge of operational issues unique to historical societies and museums.
- Proven record of implementing DEI best practices.
- Demonstrable ability to articulate and pursue a vision that understands the PHS mission is to serve and engage, lift up, and embrace ALL of Poulsbo and North Kitsap.
- Proven ability to develop fundraising strategy and implement an effective fundraising campaign.

To Apply

Send resume and cover letter by Nov. 15, 2024

To: PoulsboHistory@gmail.com

Subject line: Executive Director