

Executive Director Position Announcement Coos History Museum

The Coos History Museum (CHM) is seeking a dynamic and entrepreneurial leader to accept responsibility for and further the growth of the museum's financial health, new program development, and management of the museum. We offer an opportunity to manage, promote, and grow our valued organization with the help of an engaged board, experienced staff, and a large contingent of enthusiastic volunteers. **The deadline to respond is March 3, 2019.**

Overview of the Coos History Museum: The Coos History Museum creates a better understanding of life in Coos County and Oregon's South Coast, past and present, and our place in that life. We do this by collecting and preserving stories, artifacts, photographs, and documents, and by helping create opportunities for people to interpret them in meaningful, thought-provoking, and engaging ways.

The Coos County Historical Society has had a presence in Coos County, Oregon, since 1891, and is the governing body for the Coos History Museum. The museum has just celebrated its third year in its new \$12 million facility on the Coos Bay waterfront, where expansive and exciting new commercial developments are under construction. In addition to a robust public program that includes permanent and changing exhibits, K-Grey educational programs, special events, and the operation of a museum store, we host community events via our event rentals program. Our paid staff of 7 (FTE 5.5) includes a curator, education/program coordinator, marketing and special events coordinator, volunteer coordinator/museum store manager, visitor services assistant, and a bookkeeper. We also have a volunteer force of 100 people, extensive community support, and a lovely small-town place to live.

The Museum plays an important community role, and is poised to expand that role as a thriving, stable and respected component of Oregon's Bay Area. The Board believes this is a unique facility and opportunity, and we applaud applicants ready to lead this organization to the next level of accomplishment.

Position Summary:

The Executive Director is the chief administrative and financial officer reporting to the Board of Directors through its President, and is responsible for the implementation of board policy. The Director will be the local "face" of the Coos History Museum. This position is an essential part of the organization's leadership team, ensuring the Coos History Museum meets its mission and strategic goals. The organization seeks a dynamic leader who is skilled at working with diverse groups, well-versed in non-profit leadership, and experienced in the supervision of volunteers and staff.

Essential Job Function Areas

Fundraising The Executive Director oversees, and is accountable for, the creation and implementation of fundraising strategies. As the museum's chief fundraiser the Executive Director will work in collaboration with the Board of Trustees, volunteers, and committed community members to achieve financial sustainability. This, in turn, will enable the museum to carry out and expand its programs and operations.

Financial Management The Executive Director ensures that the museum has proper budgeting and accounting systems in place, and that financial and risk management controls protect the institution's assets.

Strategic Planning The Executive Director will balance the cultural, historic, and community needs of Coos County with the financial realities of keeping the business aspects of the museum viable.

Public Relations The Executive Director is the primary spokesperson and public face of the museum. The Director must effectively promote the museum and its mission with the community and in all other professional interactions. The Executive Director will continue to expand important relationships with stakeholder groups such as donors, public officials, businesses, schools, tribal leaders, and other cultural and professional organizations.

Human Relations The Executive Director will contribute to high levels of employee performance through judicious recruitment, selection, and orientation of new employees, the maintenance of good working conditions, employee training and development, and managing employee relations.

Candidate Personal Characteristics The Executive Director must

- have credibility, honesty, and integrity.
- have decision making skills that are decisive, but collaborative, and within the bounds of board policy.
- be willing to solicit ideas, accept help, and support volunteers and board members as they work for museum purposes.
- have exceptional communication and organizational skills.
- have the ability to motivate people.
- have excellent interpersonal, oral, and written communication skills, including public speaking
- be professional in appearance and conduct

Eligibility Requirements The successful applicant will meet these minimum criteria:

- have a BA or BS degree
- have experience working with a non-profit Board of Directors or Trustees
- have fundraising and grant writing expertise
- have proficiency with Microsoft Office Suite and familiarity with Past Perfect software
- have a minimum of five years of executive experience with museum, non-profit or related arts and culture organizations. Experience with Native American tribal governments is very useful.

Location: Coos Bay, Oregon

Start Date: When position is filled

Salary: \$45,000 - \$60,000 per year, depending on qualifications and experience, with health benefits.

Interested candidates should respond by **March 3, 2019**, with a resume and cover letter to:

Search Committee, Coos History Museum

1210 N. Front Street, Coos Bay, OR 97420 or to searchcommittee@cooshistory.org
(541) 756-6320

Please find museum and community information at

<https://cooshistory.org/employment-opportunities/>