

Simsbury Historical Society
Executive Director

The Simsbury Historical Society (SHS) is seeking a self-driven and highly capable Executive Director to lead and manage a 112-year old historical society in the heart of an historic and vibrant town. The successful candidate must possess strong communication, leadership, planning and organizational skills. The Executive Director will work with the SHS President and Board of the Directors to implement strategies that support and enhance all related operations, and to help lead our team of 2 part-time staff and many dedicated volunteers. The successful candidate will work with a strong, existing organization that includes 12 historic and modern buildings and structures located on 2 acres in the heart of an historic and charming New England town. If successful, the position may continue after 2026.

Executive Director Job Responsibilities will include:

- Plan, organize and direct SHS's operations, events and programs, especially as they relate to the semiquincentennial.
- Work with the Board to establish business goals
- Oversee daily operations leading up to the semiquincentennial
- Promote awareness of all upcoming events
- Publicize the anniversary and fundraising by attending meetings of local community groups (e.g. Board of Selectmen, Chamber of Commerce, Rotary) and taping shows for local community access television
- Maintain and enhance relations with the Simsbury community, internal stakeholders and staff
- Identify and lead fundraising and grant writing activities related to the national 250th anniversary campaign
- Plan and lead SHS volunteer activities
- Direct operational budgets and maintain sound financial practices
- Develop a program budget for the anniversary celebration
- Be available on-site at least 12 hours per week (Thursday-Sunday)
- Guide management of SHS's substantial assets and properties
- Oversee and report on progress and results to the Board each month

The Successful Candidate will have these Skills and Qualifications:

- 5 or more years experience in development, nonprofit management and/or organizing volunteers, preferably in a museum or heritage setting
- 5 or more years of experience leading, encouraging and organizing volunteers
- Experience cultivating mutually beneficial relationships with community leaders and key stakeholders
- Proven fundraising and/or grant writing experience
- Budget management experience
- Proven ability to self-start
- Collaborative team player
- A relevant bachelor's degree
- Strong interest in history

Work Hours, Salary and Benefits:

- This will be a flexible, part-time position at 20 hours a week
- The salary is competitive
- A competitive benefits plan is included

Interested candidates can send a cover letter and resume via electronic mail to appliesimsburyhistoricalsociety@gmail.com. The Simsbury Historical Society is an Equal Opportunity Employer.