

YATES COUNTY GENEALOGICAL and HISTORICAL
SOCIETY, dba the YATES COUNTY HISTORY CENTER,
Operating the Oliver House Museum, the L. Caroline Underwood Museum
and the Spencer Historical and Genealogical Research Center.
Located at 200 Main Street and 107 Chapel Street, Penn Yan, New York
14527 www.yatespast.org
Facebook: Yates County History Center

**Please mail a cover letter and detailed resume of qualifications to
Philip Bailey, Secretary of the Board of Trustees, PO Box 87, Keuka Park,
NY 14478 or email the materials to YCGHS@fastmail.com by October 15,
2017. Please provide a current email address in your submission.
Questions should be directed to the above contact person.**

Position Title: Executive Director (ED)
Reports To: Board of Trustees President
FLSA Status: Exempt, minimum 28 hours per week
Salary Range: \$30,000 to \$35,000 commensurate with experience.
Basic Benefits required by Law
Health Insurance / Retirement benefits: None
This is not a Civil Service position

Job Summary:

- The Executive Director provides overall leadership for implementing the program of the Yates County Genealogical and Historical Society, aka The History Center, within its stated mission. Working with the YCGHS Board of Trustees, s/he ensures compliance with its various policies and procedures of operation.
- The incumbent is responsible for administration of overall operation of the Society, including, reviewing and evaluating the results of program activities, ensuring that contractual obligations are met, allocating resources for greater program effectiveness and efficiency, developing organizational and administrative policies and program objectives for Board consideration.
- The ED oversees organizational management including personnel; information technology; benefits; insurance, and facilities. S/he supervises employees and volunteers; directs and oversees the functions of the Society's museum, collection, exhibition, educational and outreach programs.
- The ED ensures Equal Program Opportunity (EPO), and Equal Employment Practices (EEO) in all operations and program offerings.
- This person provides administrative oversight for the Society's Research Archives and the Museum Collections. He/she supervises the various functions of the Archives and Collections and ensures professional practices and growth are maintained.
- S/he ensures an active educational program that furthers the mission of the organization and that engages the Society membership and the general public.

S/he may instruct youth or adults in museum and local historical and genealogical topical areas.

- The ED serves as the primary public focal point and staff spokesperson for the Society.
- The ED values working with a Board of Trustees that is engaged, active, democratic and independent.

Specific Areas of Responsibility:

- With the Society's Board of Trustees, s/he facilitates a relevant and up to date organizational strategic plan, s/he ensures the Society develops and implements an annual plan of action.
- S/he manage the Society in a fiscally responsible manner within the Board approved budget and in accordance with accepted non-profit financial accounting practices. S/he is responsible for facilitating the Board's annual financial plan; budgeting; grants, accounting and annual audit, tax reporting and an annual report. The ED works with and assists the Board's Finance Committee and Treasurer to develop fiscal policy, works with the treasurer to prepare an annual operating budget. S/he provides periodic financial reports in conjunction with the Society Treasurer.
- With the Finance Committee and the designated fund-raising committee of the board of Trustees s/he helps develop a short and long range program to achieve financial goals. Supervises a part-time bookkeeper.
- Provides leadership in developing professional museum practices and educational experiences for museum visitors. Ensures that collections management policies and practices are in compliance with Society policy and NYS Museum standards. Facilitates the planning and evaluation of museum-based educational programs and exhibitions consistent with the vision, strategic plans and policies for the Oliver House and L. Caroline Underwood museums. Works with the Society's Education Committee to establish program scope and focus consistent with the Society's purposes and resources. Supervises a part time Collections Curator Assistant.
- Works with the Education Committee to identify, implement and evaluate community-based educational programs supporting the Society's purposes within available resources.
- Facilitates publishing of the Yates Past newsletter and contributes to its writing and organization. Provides oversight of the Society's gift shop and encourages its development. With the Society Membership and Marketing s/he develops and refines marketing plans to increase visitation and earned revenue by expanding and strengthening Society membership and program attendance. Supervises a part time Administrative Assistant.
- Assumes a strong management role in identifying, cultivating, and soliciting gifts from individuals, corporations, foundations, the public sector, federal agencies, and other funding sources.

- Represents the YCGHS externally to media, government agencies, funding agencies, students, and the general public.
- Directs and coordinates the day-to-day management of the museums, including hiring, training, supervising, and evaluating employees.
- Ensures and encourages volunteer recruitment, training and integration into all of the Society programs.
- Other functions as needed.

Qualifications:

- An undergraduate degree relevant to the position is required. An advanced degree is preferred; a proven record of increasing professional responsibility in a nonprofit organization, preferably in a museum setting, will serve in lieu of an advanced degree.
- The incumbent is expected to keep up-to-date on current museum practices and non-profit management through formal and non-formal education including participation with professional groups.
- The ED shows strong evidence of a high level of effective and successful team building, work facilitation, personal and group communication and organizational skills.