

EXECUTIVE DIRECTOR

Employer: The Sarpy County Historical Society

The Sarpy County Historical Society became a 501(c)(3) non-profit corporation in 1957. In 1979, following agreements involving Sarpy County, the City of Bellevue, and the federal government to provide land and a building, the Society opened the Sarpy County Historical Museum to help with its mission to collect, preserve, and interpret information and artifacts relating to the culture and history of Sarpy County.

LOCATION: Bellevue, Nebraska

BACKGROUND: For information regarding the Museum, visit www.sarpycountymuseum.org. To learn more about Sarpy County businesses, go to www.sarpychamber.org. To find out more about attractions and events, go to www.gosarpy.com.

DETAILS:

The Executive Director is the Chief Executive Officer, and only employee, of the Sarpy County Historical Museum, and reports to the Board of Directors. The Executive Director is responsible for organizational leadership and promotion of Museum operations which includes an historical log cabin, a railroad depot, and the remains of the Moses Merrill Mission School. This will be accomplished through strategic planning, fundraising, membership development, financial accountability, public affairs and marketing programs, grant writing, and relationship building with the community businesses and government leaders. The Executive Director serves as an ex-officio member of the Museum Board of Directors and may serve as a voting member of the Museum Foundation Board. The Executive Director serves on the budget committee with the Board President and the Treasurer and assists with banking. The Executive Director is responsible for volunteer recruitment, training, and supervision. The Executive Director should be familiar with Sarpy County history and be able to conduct history programs focused on Sarpy County in a variety of venues. The Executive Director will be required to perform some custodial and clerical tasks. The Executive Director will work in the Museum during all scheduled Museum hours unless the Museum is staffed by volunteers and will work an expected professional work week—Tuesday through Saturday, and other times as needed.

Responsibilities:

1. Maintain and update effective policies and procedures for managing the Museum's budget, historical collections, exhibits, and programs.
2. Work closely with the Board President and the Treasurer as part of the Budget Committee.
3. Will make regular written and oral reports to the Museum Board regarding time

- spent on activities, based on a personal journal or log.
4. Implement and maintain effective organizational structure and practices.
 5. Assist with researching genealogical records upon requests from the public and maintain Museum's genealogical records management.
 6. Research and write grant applications to foundations, corporations, and potential government funders to enhance and expand Museum operations and activities.
 7. Implement institutional long-range/strategic plans, policies, and programs developed and adopted by the Board.
 8. Maintain a high level of morale among volunteer staff and provide direction and training where appropriate.
 9. Maintain and continue to develop a strong, positive relationship with the city governments within the county as well as staff from the adjacent Offutt Air Force Base.
 10. Serve as spokesperson for and represent the Museum to the public. Seek out and maintain relationships with the media and the public to promote the Museum, the Museum's programs, and Sarpy County history.
 11. Manage marketing, public relations, and membership strategies.
 12. Provide accurate monthly, quarterly, and year-end reports to Board of Directors as well as other reporting that may be requested.
 13. Ensure a high level of customer service at the Museum.
 14. Maintain positive working relationships with area schools.
 15. Oversee the provision of tours through and the rental of the Museum in conformance with policies and procedures established by the Board.
 16. Must be informed and able to utilize current technology including but not limited to computers, audio, video, current information technology trends, etc.

Qualifications

BA/BS degree from an accredited college or university is preferred. Preference will be given to experience in museum work or with other related fields.

Ability to raise funds, through donor outreach and securing grants, to maintain an organization.

Experience developing strategic partnerships, planning programs, and facility expansion.

Must have excellent persuasive and interpersonal skills, with ability to achieve forward-thinking principles in accordance with assigned goals.

Must be computer proficient and have a working knowledge of MS Office Suite.

Must be able to lift 50 pounds to set up and take down heavy folding tables and chairs, lift boxes of computer paper, and other heavy items.

Must have good vision or tools to do necessary research and to read faded and small print text.

Must have valid driver's license and provide own transportation.

Full background check required.

Compensation: \$30,000 to be reviewed annually.

Benefits:

-Four paid holidays per year: New Year's Day, Fourth of July, Thanksgiving Day, and Christmas Day.

-Five days paid vacation for each six months worked during the first year (a total of 10 days).

-After the first year, vacation benefits will be reviewed.

-Five days paid sick leave per year, with the ability to accumulate up to 10 sick days to be used for medical only.

-No health care or life insurance benefits are available at this time.

How to apply:

To apply, send a cover letter, resume, application and contact information for three professional references to Ms. Rosemary Lucky, President, Sarpy County Museum Board of Directors, 2402 Clay Street, Bellevue, NE 68005, or via email to info@sarpycountymuseum.org. Please, no telephone inquiries or drop-ins.