

EXECUTIVE DIRECTOR JOB DESCRIPTION

The Greater Milford Area Historical Society (GMAHS) is a non-profit 501c3 founded in 1967. The mission of the Society is to collect, preserve, interpret, and promote the history of Milford and Miami Township, Ohio.

Role Description:

The Executive Director is accountable to the Board of Directors and provides strategic leadership and vision to ensure the organization delivers on its mission. The Executive Director is expected to achieve continuous progress toward long term sustainability and to ensure GMAHS thrives and grows.

Strategically, the Executive Director is the leader who protects the organization's vision and inspires others with it; handles innovation and development; sets tone and direction; and relates to outside constituents. The Executive Director works closely with the Board of Directors on strategic matters and serves as the principal advisor to the Board.

The Executive Director has responsibility in the following areas:

- **Understanding and leading the organization:** Thoroughly understands the mission of the organization's needs, the current state, and future direction of the Society. Envisions how the organization can continually improve on delivering the mission.
- **Ensuring system integrity:** Ensures the Society operates ethically and responsibly, while also adhering to systems and standards. Follows sound principles when making changes and enhancements. Ensures adequate planning and communication before implementation.
- **Overseeing the operations:** Manages the costs of the business operations and infrastructure. Manages internal and external communication with the Board of Directors, contractors, committee chairs, volunteers, members, and our local and state departments as required. Identifies and prioritizes changes and enhancements to meet changing business and technology needs.
- **Understanding the technology:** Have knowledge of accounting systems, websites, electronic newsletter technology, social media and digital fundraising tools, and oversee their use by staff and others.

Candidate Qualifications:

- Desired minimum Bachelor's degree in history, museum studies and/or nonprofit administration/management
- Communication and leadership skills
- Minimum 2 to 5+ years of experience in management responsibility
- Relationship building with stakeholders and community
- Technology competence
- Fiscal management responsibility

Application Procedure:

Interested candidates should submit a resume, cover letter, and three references to GMAHS Board of Directors President and ED Search Committee Chair, Sue Radabaugh at sueradabaugh1@gmail.com. Questions regarding the position may also be submitted via this same contact.

Proposed timeline

Resume deadline: June 30, 2020

Interviews: July 2020

Transition period: Mid-Aug/Sept.

*Proposed timeline subject to change based on COVID19 mandates