

**Executive Director
Historical Association of Catawba County**

General Statement of Duties

This professional level position reports to a Board of Directors and is responsible for developing and implementing a progressive program of fundraising, exhibitions, collections management, educational activities, community outreach and administrative oversight for all HACC activities.

Duties and Responsibilities

Directs the museum's general operations, including human resources management, budget planning, and financial management.

Serves as spokesperson and chief advocate for the HACC and represents the HACC to community groups, the media, governmental agencies, and other local cultural organizations, establishing and maintaining effective relationships.

Provides leadership in museum operations including collections, education, visitor experience, membership, volunteer development, and facilities.

Leads fundraising and development activities, including grant writing and developing relationships with foundations, corporations, and individual donors.

Oversees the development and implementation of marketing activities related to branding, programming, community visibility, and attracting new and returning visitors.

Provides reports, data and other information to HACC Board of Directors, grantors and other community partners as needed.

Presents educational programs, including tours of HACC facilities, to individuals, schools, community and other interested groups.

Performs other duties as assigned.

Knowledge, Skills and Abilities

Ability to represent the HACC positively through public speaking and presentations.

Ability to provide strong leadership, vision and strategic direction.

Demonstrated knowledge of standards and best practices for museums, non-profits, or similar organizations.

Knowledge of marketing, grant writing and fundraising raising techniques.

Ability to develop, secure and maintain community sponsorships.

Ability to multi-task and organize effectively.

Demonstrated excellence in writing and public speaking.

Ability to work cooperatively, diplomatically, and effectively with museum staff, Boards, volunteers, and in community relations and outreach capacities.

Working knowledge of spreadsheet, database, email, calendar/scheduling, and word processing software.

Minimum Education and Experience

Bachelor's degree and some experience with a not-for-profit organization, preferably in a historical museum or related setting; prefer some supervisory experience and demonstrated interest in history; or any equivalent combination of education and experience.