

Orcas Island Historical Museums Executive Director Position

The Orcas Island Historical Museums non-profit is seeking a dynamic Executive Director. Located on beautiful Orcas Island, Washington, the Orcas Island Historical Society was founded in 1950. Current operations include two museum sites (the Historical Museum and the Crow Valley Schoolhouse), two part-time paid staff, and approximately 80 community volunteers. Governance is by a five member board of directors. The Museums attract over 12,000 visitors annually.

A successful candidate will have:

- College degree in museum studies or other related field or a minimum of 5 years of management experience, preferably with a museum or not-for-profit organization.
- Ability to recruit, train, and work with volunteers.
- Experience with budget development and using business management and accounting best practices
- High level communication skills: oral, written, and social media.
- Experience in developing exhibits and maintaining collections.
- Experience in developing and implementing fundraising strategies

Applications will be accepted on a rolling basis and the position will be open until filled.

PRIMARY RESPONSIBILITIES:

Board

- Work with the Board to develop and implement museum's business and provide strong leadership, vision and strategic direction
- Provide administrative support to the Board
- Administer policy procedures and recommend policy revisions to Board
- Attend all Board general meetings and provide financial and other reports to Board as requested

Staff & Volunteers

- Develop and maintain job descriptions for staff and volunteer positions
- Recruit, hire, assign, train, evaluate, and appreciate staff and volunteers

Community Relations

- Establish and maintain relationships with community, other SJC museums, and museum organizations
- Oversees and grows membership program
- Serves as spokesperson and advocate of the Museums
- Enhances the Museum's public image to expand interest and support
- Promote active and broad participation by Board members, volunteers, and community at large
- Creates, implements, and expands community programs

Finance

- Prepare annual budget and administer Board approved budget
- Assure adequate control and accounting of all funds by maintaining sound financial practices, records and documents to ensure compliance with federal, state and local regulations
- Identify potential revenue sources and implement a realistic, but ambitious strategic fund development plan to meet current and future needs of the organization
- Anticipate and plan for changing financial need

Fundraising

- Oversee fundraising activities, including but not limited to: annual fund drive, events & auctions, grant applications, etc.
- Work with staff & volunteers to run the Museum gift shop
- Use revenue in the manner intended by the donor or grantee
- Build and maintain relationships with donors, potential donors and stakeholders

Exhibits, Collections & Historic Building Preservation

- Work with staff and volunteers to develop interpretive plan; oversee exhibit design and fabrication
- Work with staff & volunteers to maintain exhibit spaces, and storage spaces
- Manages, secures and maintains property, historic buildings, and facilities of the Museum
- Oversees the professional care and management of the museum's artifacts, exhibits, library, photographs and document collections using knowledge of preservation, care, handling, storage and security of collections held in the public trust

Other

- Maintain official business and collection records and documents; ensure compliance with applicable county, state and federal regulations
- Oversee and manage the organization's IT
- Host/interact with museum visitors, private tours, and oversee docent desk operation
- Work with staff & volunteers to fulfill and assist with research inquiries

COMPENSATION & BENEFITS:

- This is a full-time, exempt position paying \$45,000-\$50,000. Salary offer will be dependent on experience.
- Medical and retirement benefits are not offered at this time. However, paid time off (PTO) includes most holidays and negotiable executive leave days.
- We believe in work-life balance, and are committed to keeping the workload in alignment with the true hours worked. The activities and events of the museums require some evening, weekend, or holiday hours, particularly in the spring and summer seasons; in the off-season a more flexible schedule is possible.

REQUIREMENTS:

- Must have and maintain a valid Washington State Driver's License with acceptable driving record and proof of insurance
- Must successfully pass a criminal records and background check

HOW TO APPLY:

Submit a comprehensive cover letter and resume that supports your interest and qualifications by email to the President of the Board, Carol Kulminski, at orcasmuseums@gmail.com

Orcas Island Historical Museums is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Orcas Island Historical Museums makes hiring decisions based solely on qualifications, merit, and business needs at the time.

ABOUT ORCAS ISLAND HISTORICAL MUSEUMS

The Orcas Island Historical Society first consisted of artifacts displayed on William Langell's front porch beginning in 1951. Property for a permanent museum site was donated in 1955 by Wesley Langell, a location the facility continues to occupy today. Next, various island families donated six original homestead cabins built during the 1870s and the 1890s to the Society. Volunteers disassembled the structures at their original sites, then moved, reconstructed and linked the structures together to create the main museum facility. These cabins are now over a hundred years old, and not only house the collections, but are considered important historical artifacts in themselves. Each cabin serves as a space for interpreting specific aspects of island history as told through the life stories and material culture of the Native American and early European-American settlers of this area.

The Crow Valley Schoolhouse was donated to the Society in 2011 from Richard Schneider and Bud McBride. Originally built in 1888, it is one of the finest examples of an intact one room school house in our state.

Mission Statement

To educate, inspire, connect and involve our community and visitors in the stewardship of our unique island history.

Vision Statement

To lead the Orcas community and our visitors forward to a better future through excellence in programming, exhibitions, events, historical, genealogical and archaeological research and activities that inspire and involve islanders and visitors.