



STRONGSVILLE HISTORICAL SOCIETY

“The future Of The Past Is In Our Hands”

The Strongsville Historical Society (SHS) is a 501(c)3 nonprofit organization whose mission is to collect, preserve, and promote the history of the Strongsville area and its contributions to our regional and national history. We do this for our community by fostering an understanding and appreciation for our past through education, programs, and exhibits. SHS manages a Historical Village of eight buildings on approximately three acres of land at 13305 Pearl Road in Strongsville, OH.

Position Summary:

The Executive Director is responsible for overseeing all facets of the society's daily operations, leading the execution of board defined goals and objectives, managing, recruiting and mentoring staff, volunteers, and interns, and working closely with the SHS Board of Directors and Advisors on projects for the organization's continued growth. This will start as a part-time position with the opportunity to grow into a full-time position.

Duties and Responsibilities - collaborate with the board and committees to execute the following activities:

- Lead a diverse group of individuals including paid and unpaid staff, volunteers, and interns to accomplish the defined goals of the 2025-2030 SHS Strategic plan.
- Direct and administer fundraising and development (i.e., grants, Legacy Giving, sponsorships, membership)
- Maintain strong connections with numerous community stakeholders and oversee and coordinate society public relations.
- Work closely with the Treasurer and Finance Committee on budgeting and investment management.
- Ensure that society operations comply with policy and bylaws.
- Be available to work occasional weekend and evening hours for special events and meetings.
- Other duties as assigned.

Required / Desired Skills / Experience:

- Undergraduate college degree preferred, masters-level degree in a field relevant to museum, cultural venue, or event management a plus, significant management or leadership experiences may be a reasonable substitute.
- Demonstrated knowledge or experience in business or organizational management.
- Proven experience in grant writing, and grants management preferred.
- Experience in non-profit governance a plus.
- Experience in or exposure to archive management a plus.
- Experience with current applications used by SHS would be beneficial – CatalogIt, CharityProud, and QuickBooks.
- Demonstrated experience managing multiple concurrent projects.
- Exceptional written and verbal communication skills.
- Energetic, personable, courteous, and professional when engaging with volunteers, visitors, the community, and other stakeholders.



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- Team player and self-starter who works effectively and efficiently without supervision.
 - Innovative and forward thinking and actively strives for creative approaches to operations and for developing best practices.

Reporting:

This position reports to the Board President and works closely with, the Executive Committee, and Board of Directors.

Work Environment:

Standard office environment when doing administrative tasks; some work within collections storage areas and museum exhibit spaces. Must be able to lift 20 pounds and be able to bend, stoop, stand for extended periods of time, and climb ladders as necessary. Must have a reliable mode of transportation.

Compensation:

This position is a part-time salaried position beginning at \$25,000, and commensurate with experience. The position offers one week of paid time off. No other benefits are provided.

To Apply:

Interested individuals must submit a cover letter, resume, and the contact information for three (3) professional references to SHS Board President, Scott Maloney at strongsvillehistorical@gmail.com. Email subject line must read “SHS Executive Director Application. No phone calls or mailed applications will be accepted.

The Strongsville Historical Society is an equal opportunity employer.