



1608 Genesee Street, Utica, New York 13502-5425

Executive Director – Job Description

MISSION

The Oneida County History Center’s mission is to actively preserve the past of Oneida County and Central New York for present and future generations. The Center seeks to make this rich heritage available to researchers, families, and students, enhancing the community’s knowledge as well as appreciation of its history.

ONEIDA COUNTY HISTORY, HERITAGE & CULTURE

The Oneida County History Center was founded in 1876 as the Oneida County Historical Society and is now known as the Oneida County History Center. The Center has served since that time to collect, preserve and make accessible the past heritage of Oneida County and the upper Mohawk River Valley.

From the Battlefield at Oriskany to the Annual Boilermaker Road Race of today, from the Oneida Nation Native Americans who first called this land home to the farmers and Patriots who shaped local and national destinies, Oneida County has a remarkable history - filled with important events and fascinating figures. We continue to make history every day.

POSITION TITLE: Chief Executive Director

SUPERVISOR: Chairman of the Board, Board of Trustees Oneida County History Center

DESCRIPTION OF POSITION:

Serves as CEO (chief executive officer) and primary external public representative of the Oneida County History Center. The CEO provides the leadership and has the responsibility for the operation of the Center, including the Center's activities, finances, fund development, staff, and volunteers and preservation of the Center’s collection and maintenance of the Center’s facility.

MAJOR RESPONSIBILITIES:

- Leads planning, organization, and direction of the organization’s operations and programs.
- Develops and implements consistent accounting, financial and investment policies, procedures and reporting.
- Implements and maintains the physical security and protection of the collections, resources and facility.
- Manages the library, archives and artifacts collections, including accessioning, de-accessioning materials.

- Develops operational reports for the board of directors.
- Prepares accurate and timely analyses that capture and communicate fundraising goals, results, variances, and performance trends.
- Provides leadership to and manages the efforts of site staff to ensure appropriate support.
- Coordinates and leads annual budget reviews, monthly and quarterly reviews, and periodic forecast updates with staff and board.
- Recommends and administers major systems improvements related to Center activities.
- Retains a diverse, highly qualified staff, volunteers and board by providing professional development.
- Ensures that services and development relationships are robust, meeting or exceeding strategic goals and objectives.
- Manages and oversees facility maintenance, operations and improvements.
- Represents the Center to organizations, agencies, businesses and the general public.
- Develops and maintains appropriate partnerships with government agencies, non-profits, community organization, businesses, libraries and educational institutions.
- Leads the effort to recruit and retain individual and business members in the Center.
- Identifies, pursues and supports funding opportunities through all avenues, including grants.
- Manages retail operations, facility rentals and other potential income sources.
- Is knowledgeable about Oneida County history and how to access genealogical resources or is willing to learn.
- Licensed driver with own vehicle.
- Implements other activities, as needed.

IMPORTANT LEADERSHIP SKILLS:

1. Has the ability to multi-task.
2. Is organized, flexible and enthusiastic with creative problem-solving skills.
3. Leads by example.
4. Has a positive attitude.
5. Shows respect for everyone. Listens to others and assimilates their input.
6. Is able to relate with all types of persons in a warm and respectful way.
7. Is patient with volunteers but provides gentle reminders.
8. Delegates responsibilities.
9. Tracks activities and schedules in a positive manner.
10. Motivates others to handle difficult and thankless jobs by example.
11. Identifies new people to assist and eventually fill volunteer positions.
12. Works alongside others during difficult and inconvenient times.
13. Is always thankful for the ideas and efforts of others.
14. Has a demonstrated ability to plan and organize multiple events and activities.
15. Is willing to attend all functions.
16. Keeps close tabs on finances and is careful with expenditures.
17. Is a good negotiator.
18. Relates well with organizations and public officials.
19. Has strong verbal and written communications skills.
20. Acquires a working knowledge of the history of Oneida County and the Upper Mohawk Valley Region.

EDUCATION & EXPERIENCE

Bachelor’s Degree (Master’s preferred) in a related field (e.g. museum studies, policy and administration, business, public/nonprofit administration, library management, architecture, architectural history or regional history and development). Five or more years of management experience with an understanding of the non-profit model. Non-profit management is preferable.

SALARY RANGE AND BENEFITS:

Salary negotiable, paid vacations and holidays (submit salary history with current resume). Full-time position to include irregular hours. Flexible schedule. Current schedule: Tuesdays – Fridays (all year); Saturdays (October – May); Mondays (June – September)

POSITION AVAILABLE: Immediately (posted 2/11/2020)

CONTACT INFORMATION:

Telephone: 315-735-5050 (Todd Consilio, NAPS)
Email: todd@staffworkscny.com

APPLICATION INSTRUCTIONS: Interested candidates should submit a cover letter and resume to the contact listed above.