

April 10, 2021

Executive Director

St. Lawrence County Historical Association

Canton, NY 13617

www.slcha.org

The St. Lawrence County Historical Association seeks a full time Executive Director.

Founded in 1947, and permanently chartered in 1955, the St Lawrence County Historical Association continues to research, collect, preserve, and interpret the history of St Lawrence County. In 1973, with the opportunity to purchase the house originally belonging to Silas Wright, an important 19th century United States Senator and Governor of New York, a major capital campaign ensued to acquire the property. In 1978, the St Lawrence County Historical Association opened the Silas Wright Museum and Archives. Governor Wright's house, a country Greek Revival structure, is typical of much of St Lawrence County's earliest residential architecture. The Wright House is listed on the National Register of Historic Places as a part of the Canton Village Park Historic District.

Awarded accreditation by the American Alliance of Museums in 1982, the Silas Wright House Museum's professional status was affirmed. In 1985, the Association began a capital and endowment campaign. Completed in 1990, the campaign, with support from the National Endowment for the Humanities, paid for a new addition to the Wright House, paid off the mortgage, and established an endowment which contributes to the annual budget. A capital campaign launched in 1999 culminated with the completion of the Red Barn Addition to the Silas Wright House in 2001.

Members, through dues and tax-deductible contributions, are the single largest source of annual income for the not-for-profit Association. In February of 2019, the SLCHA Board of Trustees launched the Campaign for the People of St Lawrence County, a three-year, \$500,000 fund drive to increase the internal endowment, ensuring long-term financial survivability. A half-time Campaign Coordinator oversees the campaign. The new Executive Director will be expected to be actively engaged in the campaign and in ongoing fundraising efforts to ensure the Association's future.

RESPONSIBILITIES

The Executive Director is the principal professional in the organization who oversees the work of the museum staff and volunteers. She/he is expected to be available for evening and weekend work as needed.

The Executive Director is responsible for the day-to-day management of the Association, including the Silas Wright House Museum and SLCHA Archives; its staff of two; operations; and the museum building and grounds. The Director reports directly to the Board of Trustees and will work closely with the Board, the St. Lawrence County community and the museum's volunteers in pursuit of its mission and vision.

Job responsibilities include:

- Advance development through fundraising events, membership growth and retention, solicitation of gifts, planned giving, and assisting the Campaign Coordinator with the three-year, \$500,000 endowment campaign
- Apply for grants from New York State and local governments, area foundations, federal agencies and other organizations
- Serve as the official spokesperson for the Association
- Manage the day-to-day operation of the Silas Wright House, a 187-year-old historic house open to the public 32 hours per week.
- Manage the day-to-day operation of the Association's computer system and work with computer consultants in resolving significant issues
- Work with computer consultant to maintain and create content on the SLCHA website
- Oversee the day-to-day operation of the Archives and Research Room (open 32 hours per week)
- Plan and implement educational programming to advance the Association's mission
- Manage the Association's social media platforms
- Coordinate the preparation of the quarterly magazine and a monthly newsletter
- Prepare agenda and facilitate monthly board meetings
- Work with the Board of Trustees to manage the organization's budget cycle
- Prepare financial information for annual accounting review
- Work with a bookkeeper to prepare and report bi-weekly payroll
- Prepare and deliver annual performance reviews to employees
- Prepare monthly invoices and deposits for accountants to enter into the system
- Manage the day to day activities of staff and volunteers
- Assure compliance with the New York State Non-Profit Revitalization Act and other state laws
- Assure all volunteers are properly screened, trained and supervised
- Work with Board committees to plan and manage museum events and functions
- Represent the Society on community boards as needed
- Periodically review and manage updates of the Society's strategic plan
- Other duties and responsibilities as may be necessary to ensure the safe and responsible operation and management of the museum, its staff and assets

QUALIFICATIONS

Education:

A Bachelor's degree or higher in museum management, public or business administration or a related field, e.g. U.S. History, plus 2 years of progressively responsible experience in managing a not-for-profit organization or museum.

Skills:

- Planning and development of historical collections and programming
- Understanding of museum funding sources available in New York State
- Experience managing and handling archives and historical materials
- Demonstrated knowledge of PC based computer systems, MS Office Suite
- Working knowledge of Quickbooks or similar financial software
- Working knowledge of Past Perfect or other collections management and archiving software
- Working knowledge of older buildings and their mechanical systems

COMPENSATION AND HOURS

The compensation range for the position will be \$42,000-\$50,000, commensurate with experience and qualifications. A health insurance stipend of up to \$3000 is offered. The position is full time (40 hours per week.) Some evening and weekend hours may be required.

APPLICATION INFORMATION

Interested professionals should submit .pdf documents to include a resume with cover letter and two professional references; Subject: Director Search to SLCHAEDsearch@gmail.com or by mail to:

Search Committee,

St. Lawrence County Historical Association, P.O. Box 8, Canton, NY 13617.

Application deadline: May 10, 2021