

Executive Director
St. Lawrence County Historical Association
Canton, NY 13617
www.slcha.org

The St. Lawrence County Historical Association seeks an experienced, forward-thinking administrator to serve as Executive Director.

Founded in 1947, and permanently chartered in 1955, the St. Lawrence County Historical Association (SLCHA) researches, collects, preserves, and interprets the history of St. Lawrence County. The Association manages the 1833 Silas Wright House, originally belonging to United States Senator and Governor of New York, Silas Wright, as well as the 2001 Red Barn Museum addition. The Wright House is listed on the National Register of Historic Places as a part of the Canton Village Park Historic District.

Members are the single largest source of annual income for the not-for-profit Association. In 2022, the SLCHA completed a three-year, \$350,000 capital campaign to ensure the organization's long-term financial sustainability and is in the midst of a Strategic Planning and re-envisioning process. The successful candidate will provide strong leadership as the organization identifies new ways to connect with members, visitors, and community partners.

RESPONSIBILITIES

The Executive Director is responsible for the day-day management of the SLCHA, including the Silas Wright House Museum and Red Barn addition buildings and grounds, and all staff and volunteers. The Director reports directly to the Board of Trustees and works closely with the Board, the St. Lawrence County community, and the museum staff and volunteers in pursuit of its mission and vision.

The successful candidate will possess strong and collaborative leadership skills, and excellent organizational, administrative, communication and managerial skills. He/she/they will be familiar with museum 'Best Practices' in accordance with the American Alliance of Museums (AAM). Experience with grant writing and fundraising will be required to help identify and sustain new projects and initiatives.

The Executive Director position is full time and exempt; some evening and weekend work should be expected.

Duties include:

- Serve as the official spokesperson for the SLCHA
- Lead the organization through a period of transition and rebranding
- Hire, train and supervise museum volunteers and staff

- Advance development through fundraising events, membership growth and retention, and solicitation of gifts
- Apply for grants from New York State and local governments, area foundations, federal agencies, and other organizations
- Work with staff and board to determine yearly schedule & oversee logistics of all fundraisers, exhibitions and events
- Work with technology consultants and staff to maintain and create content for the SLCHA website and social media pages & resolve all printer/phone/computer server issues
- Plan and implement educational programming to advance the SLCHA's mission & increase community engagement and museum visitation
- Plan and implement the Annual Meeting in November
- Oversee facility management, including building maintenance and improvements
- Coordinate the preparation of *The Quarterly* magazine & Wright House newsletter
- Prepare agenda and facilitate monthly board meetings
- Work with the Board of Trustees to manage the museum's budget
- Prepare financial information for annual accounting review
- Prepare and report bi-weekly payroll
- Deliver annual performance reviews to employees
- Assure compliance with New York State non-profit laws
- Review and manage updates to the SLCHA's Strategic Plan

QUALIFICATIONS

Education:

A Bachelor's degree or higher in public or business administration or a related field; Master's Degree preferred; plus a minimum of 3 years managing a not-for-profit organization/museum.

Skills:

- Program planning and development
- Understanding of non-profit funding sources available in New York State
- Successful supervision of staff, volunteers, and interns
- Advanced knowledge of PC based computer systems and technology, including MS Office Suite
- Working knowledge of older buildings and their mechanical systems
- Strong interpersonal skills and networking abilities

This Position is: In-Person

Position Type: Full-Time, exempt

Salary: \$55,341

Benefits: Paid vacation, holidays, and sick leave. 2% employer contribution to IRA. Employer-sponsored health insurance plan available.

How to Apply: Send resume/cv, cover letter and contact information for 3 references to Carlene Bermann, Interim Executive Director: director@slcha.org by midnight, March 10.