



Historical Society of Kent County

Executive Director Job Opening

As the Historical Society of Kent County marks its 85th year, it is searching for a new fulltime Executive Director to expand and embrace the preservation of the wide and ever-evolving history of Kent County. The Society collects and shares the stories of all of Kent County, from Chestertown's founding as a royal port of entry in 1706 through colonial times through the Revolutionary War to the War of 1812 to the Underground Railroad to the Freedom Riders of the 1960s...right up to today with the painting of the Black Lives Matter street mural at the center of Chestertown's Historic District just steps away from the Society's headquarters at 301 High Street, Chestertown, Maryland. The Society is uniquely positioned to be the core voice and stakeholder for Kent County's history and the catalyst for opportunities that improve the community through history-based projects.

The Executive Director will provide the vision, inspiration, dynamism, and overall leadership for the Society, while serving as a key communicator and the public face of the Society to the public, its donors, the community, government entities, and other institutions at the local, regional, and national level. The Executive Director will be responsible for managing the Society's operations, staff, and volunteers, as well as working closely with the Board and the several Society committees.

Executive Management Responsibilities

- Manage Society's parttime paid staff, interns, volunteers, and Society's headquarters, the Bordley History Center
- Work with the Board each year to review, update, and modify the strategic and operations plans
- Plan and work with Membership and Marketing Committees on fundraising, individual and community development, and marketing
- Plan and work with Program and Volunteers Committees on daily and planned activities, including window exhibits, museum exhibits, programs, events, publications, newsletters
- Plan and work with Finance Committee on annual operating budget (subject to Board approval), monitor and report to Board regularly on budget status, AR/AP, and future use of funds

- Develop a 2- to 3-year fundraising plan, including annual fundraising, planned giving, fundraising events, grants for programming and operations from private, corporate, and foundation sources
- Oversee government and foundation grants process to identify and seek new grants and to ensure renewal of existing grants, including timely reporting and compliance
- Oversee continuing Society programs (library, archives, assisting researchers, gift shop, rotating window exhibits, rotating museum exhibits, publications, programs, lectures, events, including those that may help increase revenue resources) and create new programs
- Engage with external partners such as schools, academic institutions, government, and other non-profits to develop innovative ways to advance the Society's mission and achieve shared goals with partners

Qualifications

- Ability to embrace and enthusiastically communicate the Society's mission
- Ability to use history to meet the needs of the community and drive positive actions that are relevant to the present day and future
- Demonstrated rapport and understanding of the broad Kent County community and its rich colonial history, African American history, and Native American history
- Ability to identify, develop, and leverage key partnerships with organizations within and outside the Kent County community
- Demonstrated managerial and leadership skills in a non-profit, primarily volunteer-run organization
- Ability to develop new revenue sources through bold and ambitious fundraising and marketing strategies, including with social media
- Demonstrated ability to manage data-bases for membership and collections, analysis, improving marketing, and fundraising strategies. Experience with Past Perfect, G-Suite, Microsoft Suite, and/or CRM data-base preferred.
- Ability to use modern technology to manage the organization and communicate about the Society's work; must have tech-savviness to work in physical and virtual situations
- College degree in history or related topic; experience in a museum or historical society; experience working with a Board of Directors; experience directing/overseeing nonprofit organizations

Preference will be given to Kent County residents or those willing to relocate to the County.



To apply, please send a single PDF containing your cover letter, resume, and references to director@kentcountyhistory.org no later than Friday, October 15, 2021.

Learn more about the Society at <https://kentcountyhistory.org/>.

Historical Society of Kent County, Inc., is an Equal Opportunity Employer.