

## **POSITION ANNOUNCEMENT**

### **EXECUTIVE DIRECTOR**

#### **HISTORICAL SOCIETY OF WESTERN VIRGINIA**

May 30, 2008

#### **Position Description**

The Executive Director is the top staff position at the Historical Society of Western Virginia ("HSWV") and reports directly to the Board of Directors through its President. The HSWV, through its four current operating divisions, preserves, interprets and provides educational publications and programs about the history of Virginia west of the Blue Ridge Mountains. The Executive Director is responsible for overseeing all activities and operations of the HSWV. Specifically, the Executive Director shall have responsibility for:

1. Providing supervision, administration and management to each of the HSWV's divisions (O. Winston Link Museum, History Museum of Western Virginia, Kegley Publications and Crystal Spring Pump Station) as well as to its new Virtual Museum project.
2. Leading and directing HSWV's development and fundraising efforts, including public and private annual and capital campaigns, grants, sponsorships and merchandizing.
3. Marketing and public relations for HSWV in concert with HSWV's outside consultants. Develop long-range plans that will continue to enhance the Museum's scope and presence in the region.
4. Provide leadership, vision and direction to staff and volunteers. Provide and model effective management skills. Establish and maintain cooperative and effective working relationships with other HSWV staff, directors, visitors, volunteers, donors, vendors, and contractors.
5. Nurture existing and establish new connections between the HSWV and other institutions in the region as well as with other museums nationally and internationally.
6. Develop annual budget for the HSWV and each of its divisions. Approve and monitor expenditures and income to ensure performance to budget.
7. Working directly with the Center in the Square administration and the other CITS constituent museums to ensure a cooperative and mutually beneficial relationship.

## **Skills**

The HSWV is seeking candidates of every race, creed, sex and national origin that possess the following skills and abilities:

1. Excellent administrative, leadership, communication (written and verbal), organizational and managerial skills.
2. Vision to see the potential for the HSWV and the energy, enthusiasm and planning capability to guide the HSWV to attain that potential.
3. An outgoing personality that is comfortable giving speeches, presentations and interviews to educational groups, donors and the media.
4. The imagination to develop and promote relevant and engaging educational programs to expand membership and museum attendance for all ages and audiences.
5. Strong fund-raising ability, including grant development and the ability to help plan and coordinate a major capital campaign and approach individuals, municipalities and corporations for donations.
6. Strong interpersonal skills to advance the HSWV's institutional relationships and to extend the reach of the HSWV in its region through relationships with other historical organizations.
7. Organizational abilities to coordinate long-range capital projects, including the design and construction of a redesigned History Museum.
8. Effective knowledge of business practices and financial management skills, including the preparation and administration of the annual budget.
9. Skills with electronic presentations, website management and other internet techniques to maintain HSWV's technological progress.

**Education and Experience:** A bachelor's degree and at least 5 years of relevant business experience, including as a manager and supervisor, are required. A post graduate degree and 10 years experience, including some in the arts and non-profits, is preferred.

**Compensation and Benefits:** The Executive Director position offers a competitive salary in the \$55,000 to \$70,000 range, depending upon experience, and benefits.

**Regional Information:** The HSWV is located in Roanoke, Virginia. Roanoke is surrounded by the Blue Ridge and Appalachian mountain ranges and features an abundance of outdoor activities in the nearby lakes, streams and mountains. The Appalachian Trail is only ten miles away and in close proximity are the James and New Rivers and Smith Mountain Lake. The Salem Avalanche, a minor league baseball team, plays in one of the best stadiums in Single A baseball. The region offers many visual and performing arts including the Roanoke Symphony Orchestra, Opera Roanoke, Mill Mountain Theater, the Art Museum of Western Virginia, several ballet companies and many others. Several colleges and universities call the region home, including Virginia Tech, Roanoke College, Hollins University and Washington & Lee University. The following websites present information about HSWV, Roanoke and the region:

[www.history-museum.org](http://www.history-museum.org)

[www.linkmuseum.org](http://www.linkmuseum.org)

[www.visitroanokeva.com](http://www.visitroanokeva.com)

[www.salemavalanche.com](http://www.salemavalanche.com)

[www.rso.com](http://www.rso.com)

[www.artmuseumroanoke.org](http://www.artmuseumroanoke.org)

[www.theartscouncil.org](http://www.theartscouncil.org)

**Application Process:** The position is open until filled. Initial review and consideration of candidates will begin immediately.

Interested and qualified candidates should complete the application included on this webpage and follow the instructions provided for its submission to the Search Committee.

PLEASE NOTE that each applicant will be requested to submit written permission and authorization for the HSWV to verify all information in their submittal and to perform other standard background checks of work history, character, driving record, credit history, criminal record, and academic transcripts. The HSWV may require random drug tests before and during employment.

The HSWV and its Search Committee respect the right to privacy of all applicants. All information submitted by an applicant and/or developed by the Search Committee will remain confidential and secure and will not be disclosed to anyone other than the members of the Search Committee. Any applicant that has concerns about this treatment of information may discuss their concerns with the Chairman of the Search Committee prior to their submission of materials. Applications will not be accepted that contain restrictions on their use unless such restrictions have been cleared in advance with the Chairman of the Search Committee.