

BELLPORT-BROOKHAVEN HISTORICAL SOCIETY

Position Summary: The Bellport-Brookhaven Historical Society Board of Trustees has recently created a Strategic Plan, and seeks an Executive Director to provide dynamic leadership and work with the Board of Directors to implement the plan. The successful candidate will be organized, disciplined, and able to work independently, as the BBHS currently has no additional staff. In the first two years, the position will guide the creation of a new organizational structure (collections, finances, policy making, staffing, and operations) and, with consultants, assist in developing educational programming and improving fund raising. The Executive Director will work closely with the Board of Directors to ensure quality control, financial stability, and organizational growth, through increased attendance and donations and improved programming and collections care. Along with the Board, the candidate will be the public face of the BBHS, and is expected to advocate for the BBHS in the community and throughout Long Island. This is a four day a week position. Candidates should be willing to work a variable schedule, including weekends and evenings when needed.

Salary is commensurate with experience. Benefits are not available.

General Responsibilities:

- Provide leadership in developing educational and entertaining programs and exhibits.
- Improve current collections management, including record keeping, policies, and exhibitions.
- Prepare/supervise regular communications with members and the public through newsletters, press releases, the
- Society's website, and various electronic and social media.
- Develop and maintain annual operating budget.
- Prepare grants, appeal letters, and other donation solicitations. Organize fund raising events, including the annual gala.
- Improve and manage membership program.
- Monitor and direct strategic development of the Exchange Shop, provide revenue goals and financial oversight
- Manage volunteer corps and any future staff members. Provide training if necessary.
- Work with the Board of Directors to assure the mission, vision and financial goals of the Society are consistently met through activities and programs. Prepare all materials for Board of Director meetings and maintain all official records and documents to ensure compliance with federal, state and local regulations. Work with various board committees to assure financial stability and organizational growth.
- Become well versed in the history of Bellport-Brookhaven area and an advocate for its presentation to the community.

Essential Qualifications:

- MA in museum studies, history, or education
- A minimum of 2 -3 years experience at a museum or historical society, with a solid foundation in fund raising, budgeting and museum finances, collection management, and program development. The BBHS would prefer someone who has worked in a managerial capacity.
- Excellent written and verbal skills including public speaking.
- Ability to develop a strong relationship with local community and agencies and individuals within the community
- (e.g. Village government, park district, library and civic organizations, etc.)
- Basic computer skills (e.g. Word, Excel, Power Point) and experience using museum management software

Other Useful Qualifications:

- A personality that encourages positive interaction with members, volunteers, staff and people in the community.
- Experience in soliciting major donor gifts.
- Event planning experience.
- Experience with designing curatorial, historical and educational programs and working with youth.

To apply, please send a cover letter, resume, and salary requirements to: bbhssearch@gmail.com
Use ED Search: last name as your subject heading. No phone inquiries accepted.

The Bellport-Brookhaven Historical Society is an Equal Opportunity Employer

