
Title of Position *	Executive Director
Institution *	The Heritage Society
Position Location: City & State *	Houston, Texas
Position Closing Date	Sunday, April 30, 2017

About the Institution	The Heritage Society is a 501(c)(3) historic house museum complex in downtown Houston whose mission is to tell the stories of the diverse history of Houston and Texas through collections, exhibits, educational programs, film, video, and other content.
Institution Website Address	http://www.heritatesociety.org

Summary of Responsibilities

Assuring that the organization has a long-range strategy for achieving its mission and that progress in doing so is timely and consistent;

Providing leadership in developing program, financial, and organizational plans with the Board and staff, and carry out plans and policies as authorized by the Board;

Maintaining official records and documents and ensuring compliance with federal, state, and local regulations;

Keeping the Board fully informed about the condition of the organization and factors influencing such;

Establishing sound working relationships and cooperative agreements with community groups and organizations;

Promoting active participation by volunteers in all areas of the organization's work;

Promoting the activities of the organization, its programs, mission, and goals; Effectively markets and advertising of organization

Building an effective management team;

Recruiting, employing, and releasing personnel, both paid and unpaid;

Developing job descriptions, evaluating employees' performance, ensuring that sound human resources practices are in place;

Encouraging staff and volunteer development and education;

Developing and maintaining sound financial practices;

Leads organization fund raising activity

Working with staff, Finance Committee, and Board in preparing a budget and operating within such;

Jointly, with Board President and Board Secretary, conducting official correspondence of the organization and, with designated officers, executing legal documents.

Required Qualifications

Requirements:

- Bachelor's degree in Business Administration or related field
- Museum Management considered a plus
- Nonprofit Management preferred
- Ten years of professional experience (museum, nonprofit organization, or business experience with at least five years at the senior managerial level preferred)
- excellent written and verbal communication skills;
- strong record of success in fundraising and audience development;
- Social Media engagement and program management considered a plus
- knowledge of standards and practices for museums and non-profit organizations considered a plus; excellent planning, time management, and decision-making skills;
- demonstrated ability to supervise, as well as to work successfully with, staff, volunteers, and diverse public constituencies;
- working knowledge of accounting, spreadsheet, database, email, calendar/scheduling, word processing, and website software.

Compensation

commensurate with qualifications and experience

Apply at this Website:

Apply with this email:

acollette@heritagesociety.org

Special Instructions to Apply:

Submit a cover letter and resume to Alice Collette, acollette@heritagesociety.org; no phone calls, please!
