
Title of Position *	Executive Director
Institution *	The Heritage Society
Position Location: City & State *	Houston, TX
Position Closing Date	<u>Monday, July 31, 2017</u>

About the Institution	The Heritage Society at Sam Houston Park in downtown Houston, Texas was founded in 1954 and operates ten historic buildings and a museum gallery with permanent and changing exhibitions.
Institution Website Address	http://www.heritagesociety.org

Summary of Responsibilities

Overview:

The Executive Director is Chief Operating Officer of The Heritage Society and is responsible for the organization's consistent achievement of its mission and financial objectives.

Primary 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;

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;

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, Museum Management, or Nonprofit Management; ten years of experience in a museum, nonprofit organization, or business with at least five years at the senior managerial level; excellent written and verbal communication skills; strong record of success in fundraising and audience development; knowledge of standards and practices for museums and non-profit organizations; excellent planning, time management, and decision-making skills; demonstrated ability to supervise, as well as to work successfully with, museum staff, volunteers, and diverse public constituencies; working knowledge of accounting, spreadsheet, database, email, calendar/scheduling, word processing, and website software.

Compensation

Commensurate with experience.

Apply at this Website:

Apply with this email:

acollette@heritagesociety.org

Special Instructions to Apply:

Submit a cover letter explaining how your education, experience, and skills qualify you for this position. No phone calls, please.
