President: Chester County Historical Society

Background: Founded in 1893, the Chester County Historical Society (CCHS) is a nonprofit organization that serves as the official county history museum, history education center, and historical repository of Chester County, Pennsylvania, one of the Commonwealth’s original counties. The 56,000 square foot museum has a budget of $1.4 million, a staff of 17 full and part-time, includes seven exhibition galleries, 80,000 museum artifacts, a research library with over 700,000 manuscripts and 20,000 reference volumes, a photo archives of more than 100,000 photographs, and public programming space. CCHS presents a vibrant array of programs for children, families, and adults, and a robust set of school programs, including the regional National History Day competition. CCHS also jointly administers, with the County of Chester, the Chester County Archives and Records Services, located nearby in the Chester County Government Services Center. CCHS benefits from the resources of its location in the Brandywine Valley and its proximity to Philadelphia. More information is available at www.chestercountyhistorical.org

For over 125 years, CCHS has been the storyteller of Chester County, teaching, preserving, and sharing over three centuries of Chester County history. CCHS is proud to have hosted over 35,000 guests, including over 9,000 students each year to our exhibitions, programs, and presentations, informing and inspiring each of them. We consider education of the expanding Chester County community to be one of our most important goals.

Our Mission Statement is that CCHS “inspires, informs, and builds community identity by preserving and sharing the remarkable story of Chester County and its people. CCHS fulfills this mission through: acting as steward of an unparalleled collection of artifacts, manuscripts, photographs and volumes that document over 300 years of County heritage; offering innovative educational programs and exhibitions that draw on the collections to bring history to life; and, helping audiences explore their own histories through Historical Society resources and staff experience.”

CCHS is currently undergoing a comprehensive redesign of its core exhibition galleries, replacing exhibitions that are now two decades old. The project, planned to open in June, will be followed by the installation of visible storage in two additional galleries. New historical research and audience studies will substantially expand interpretive themes and topics, strengthening the exhibits’ relevance to existing topics to multiple audiences.
Position Description: The Board of Trustees is looking for an experienced, dynamic, and visionary leader who is passionate about the role of history in inspiring and informing the lives of people today. The President must spearhead development activities and oversee all aspects of the institution, fostering a productive, collegial, and respectful workplace. This position further requires a leader with strong fundraising skills to address the growing financial needs for an institution in transition. The President serves as the chief executive officer of the museum and reports to the Board of Trustees.

Responsibilities

- **Development**: Provides dynamic leadership in the friend and fundraising efforts of the museum, including initiating and supporting donor relationships, overseeing fundraising campaigns and events, implementing a comprehensive development plan, and providing support and priority to the Director of Development and the Development Committee. CCHS’s donor universe includes all companies doing business in Chester County and all families who reside in Chester County. The President will be expected to develop and cultivate relationships with the corporate community in terms of linking the company’s mission to history. Relationships with families will include an emphasis on children, to inspire an affinity for history and genealogy which may resonate in financial support.

- **Community engagement**: Represents CCHS as the chief executive officer with its many internal and external constituencies, including government officials, business leaders, institutional, and cultural partners, and acts as an advocate for regional history, lifelong learning, and cultural engagement in various capacities. Enhances the organization’s public image in order to expand interest and support.

- **Grant writing**: Manages and supervises grant applications.

- **Leadership initiatives**: Creates and encourages a culture of innovation and creative thinking among the staff, volunteers, board members, and community partners to address how historical understanding can inform present-day issues and opportunities and enrich community identity. Works with the Board of Trustees, staff, and stakeholders to develop, implement, and evaluate a strategic plan for the organization.

- **Financial Management**: Oversees the financial well-being of the institution, including budget, cost control, financial controls, banking, insurance, and the reporting of all financial results to the Board.

- **Management**: Manages, supervises, and provides professional guidance to the Management Team (Directors of Development, Collections, Education and Finance) as well as the staff of the entire organization, and ensures that
appropriate policies and procedures are in place. The President will be knowledgeable about the significance of the CCHS collections to the Chester County region.

Qualifications:

- Proven record of fundraising expertise and success
- Ability to effectively network for the organization, interacting effectively with a diverse group of stakeholders
- Advanced degree in nonprofit or business administration, history or museum studies, or related field
- Minimum five years in a senior-level leadership role
- Strong understanding of nonprofit financial management
- Solid record in working effectively with nonprofit boards
- Broad knowledge of museum, library, and educational standards, practices, and trends
- Excellent interpersonal skills
- Excellent writing and public speaking skills
- Direct or supervisory experience in exhibition or program development
- Commitment to a culture of diversity and inclusion
- Strong project management, problem solving, and critical thinking skills

To Apply:

Please submit a resume or CV, cover letter, and at least three professional references by midnight on March 31, 2020 to cypresssageadvising@gmail.com

Review of applications will begin upon receipt. The new President of CCHS will ideally assume the post prior to the end of June 2020. Salary range $80,000 - $100,000 DOE plus a benefits package commensurate to the position.