**Executive Director**

Luzerne County Historical Society, Wilkes-Barre PA

The Luzerne County Historical Society seeks a visionary Executive Director to build on past successes and guide the organization to the next level. Our mission is to preserve and promote the collective history and heritage of Luzerne County, Pennsylvania, which includes but is not limited to pioneer settlements of the mid-18th Century, a Revolutionary War battle, the legacy of anthracite coal mining and waves of change through the 20th century.

The Society owns and operates three historic properties: Bishop Memorial Library, Wilkes-Barre; Swetland Homestead, Wyoming; and Denison House, Forty Fort, Pennsylvania. It also manages the Luzerne County Historical Society Museum, which is on the property of the Osterhout Free Library, Wilkes-Barre. The Society is a 501(c)(3) organization with an annual budget of over $200,000 and $1.9 million in restricted trusts.

The LCHS is staffed by three full-time and one part-time employees with the support of 21 members of the Board of Directors and approximately 500 members.

The Executive Director of the Luzerne County Historical Society implements the policies and directives of the Board of Directors and provides leadership that enables the organization to create and administer effective services in alignment with the vision and mission of the society.

The Executive Director is expected to effectively manage financial and human resources through the application of strategic planning and budgeting processes, fundraising and financial development, volunteer and staff development, cost control, competent systems and processes, performance monitoring and reporting, and other appropriate resource enhancements.

Knowledge, Skills and Experience:

Required:

* B.A. in museum studies, history, public history, non-profit management or related field.
* Experience in museum organization/management or in non-profit management
* Excellent written and verbal communication skills, including public speaking
* Ability to collaborate with Board in developing goals and objectives, motivate staff through teamwork, network within the community, and relate to diverse constituencies
* Demonstrated knowledge of fundraising, grant writing and implementation, membership and donor development
* Proficiency in Microsoft Office, MS Teams, and Quick Books, Social Media as well as a variety of online apps
* Must possess a valid driver’s license, automobile insurance, and access to an automobile to perform program related duties.

Preferred:

* M.A. in history, museum studies, public history, non-profit management or related field.
* Demonstrated knowledge of museum organization and collections management
* Three (3) to five (5) years of experience in non-profit management is preferred
* Experience in strategic planning
* Experience in fundraising or development capacity with measurable results
* Knowledge of best practices in non-profit management
* Two (2) to three (3) years of experience supervising and managing staff and volunteers.

Responsibilities:

**Governance**: Work with the Board, staff and stakeholders to develop a vision for the future of the Society and create and implement a strategic plan

**Financial:** Provide a strong fundraising and development program which builds upon fundraising efforts through the Annual Appeal, grant writing, major gifts, and special events. Work with the Treasurer to develop the annual budget and effectively manage the organization’s resources

**Program**: Oversee the day-to-day operation of Society including hours of operation

**Human Resource Administration**: Recruit, interview, hire, orient, supervise, evaluate, and as necessary terminate staff

**Marketing and Public Relations**: Build relationships with local cultural and historical organizations, media, the education community and governmental entities to promote the Society and its mission in the community

**Salary and Benefits**:

* Commensurate with experience up to $50,000
* Rent-free housing on the property of the Swetland Homestead (Hancock House) with site-supervision responsibilities
* Assistance with health insurance; and professional dues

A full job description is available at <https://luzernehistory.org/career-opportunities/>

References upon request.

**To apply, submit a resume and cover letter to Search Committee, in care of Carol Lavery at clavery@luzernehistory.org**