



EXECUTIVE DIRECTOR
ONTARIO COUNTY HISTORICAL SOCIETY
JOB DESCRIPTION

POSITION SALARY AND BENEFITS:

Hours: Full Time Salaried

Salary: \$55,000-65,000 based on experience

Benefits: Healthcare, vacation, sick leave

GENERAL DESCRIPTION:

The Ontario County Historical Society is seeking a new Executive Director to guide them through an exciting time of growth and opportunity. The Executive Director is the principal administrative officer of the Ontario County Historical Society and reports regularly to the President of the Board of Trustees and the Board of Trustees on a monthly basis.

The Ontario County Historical Society is a 501(c)3 Not-for-Profit Corporation that was established in 1902. It owns and operates a museum and research center located in the Historic District in Canandaigua, NY, which is the seat of Ontario County. It is also a part of New York State's Path Through History. OCHS operates on public donations, membership dollars, and limited public and private grants. This includes an annual operating donation from the New York State Council on the Arts.

Our mission is to nurture and add value to a county-wide community by preserving and presenting our historic collections in a way that provides accessible educational opportunities and encourages dialogue.

PRINCIPAL DUTIES and RESPONSIBILITIES:

1. Manage the Society's budgetary cycle including:
 - Preparation of annual budget.
 - Monthly preparation of payroll information, invoices, and revenue accounts for the contracted bookkeeper. Work with the bookkeeper to prepare monthly accounting reports.
 - Report to the Finance Committee on Society financial matters.
 - Sign and distribute checks prepared by the bookkeeper or as may be needed.
 - Collect time sheets from the staff and process bi-weekly payroll through the payroll service (Paychex).
 - Monitor revenues and control expenses.
 - Prepare financial information for annual review by accountant service.
 - Ensure compliance with required annual Audit requirements of Society financial records.
2. Work with the Board of Trustees to create and implement policies that will fulfill the mission of the Society as set forth in its constitution and bylaws.



EXECUTIVE DIRECTOR
ONTARIO COUNTY HISTORICAL SOCIETY
JOB DESCRIPTION

3. Work with the Board of Directors to create and implement the strategic plan of the Society.
4. Work with the Board of Directors to plan and implement membership campaigns.
5. Work with the fundraising committee to identify fundraising opportunities.
6. Supervise the daily operation of the historic museum.
7. Recruit, supervise and evaluate the Museum staff in accordance with the Society's personnel policies, report to the Board on the activities of the staff.
8. Prepare grant applications; manage implementation and reporting of grant funded projects.
9. Enter into contractual agreements on behalf of the Society within the constraints of the Society's annual budget.
10. Function as the chief spokesperson for the Society in the community, specifically agencies of state and local government, educational institutions, other museum and community institutions, the membership of the Society, and local businesses.
11. Develop and implement a marketing plan for the Society's programs, services, publications, and events.
12. Assist the Museum Educator and Curator in the development of educational programs and exhibitions.
13. Supervise the operation and maintenance of the museum building and grounds of the Society.
14. Recruit volunteers to assist and support the mission of the Society.
15. Other duties and responsibilities as may be necessary to insure the safe and responsible operation and management of the museum, its staff and assets.

Qualifications

A master's degree and 1-3 years' experience in a museum leadership role is preferred, or a bachelors' degree in related field with 3-5 years' experience in lieu of a Master's.



EXECUTIVE DIRECTOR
ONTARIO COUNTY HISTORICAL SOCIETY
JOB DESCRIPTION

Preference given to candidates with demonstrated skills/abilities in the following:

- Successful and measurable experience with fundraising.
- Museum Management.
- Strong oral and written communication skills/ comfortability with public speaking.
- Experience with community organizing and collaboration.
- Interest in history as demonstrated through education, work history, and/or volunteer activities.

APPLICATION INSTRUCTIONS

Please submit a resume, cover letter, and list of references to director@ochs.org.

Application reviews will begin on March 12th, 2024, with zoom interviews tentatively set for March 19-22, 2024. Applications will be accepted until the position is filled.

The Ontario County Historical Society is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. The Ontario County Historical Society makes hiring decisions based solely on qualifications, merit, and business needs at the time.