

JOB DESCRIPTION

POSITION TITLE: Executive Director
IMMEDIATE SUPERVISOR: Board of Directors



GENERAL DESCRIPTION:

The Executive Director administrates the daily operations, programs, and direct service delivery of Western Heritage Center, ensuring compliance with the accreditation standards of the American Association of Museums, the organization's Bylaws and Articles of Incorporation, and best practices for nationally recognized interpretive centers. The Executive Director serves as an advisor to the WHC Board of Directors in the development of annual goals and objectives, policies, procedures, and new programs.

QUALIFICATIONS:

Education: A Master's Degree preferred from an accredited college or university in the field of museum studies, nonprofit management, or a closely related field. A minimum of 5 years of experience in an administrative, fundraising/development, or supervisory capacity.

Knowledge, Skills, and Abilities:

- 1.) A basic understanding of museum principals and practice, research services, artifact preservation, community resources, and policies impacting museums and the nonprofit sector.
- 2.) The ability to effectively lead, develop, and manage both human and financial resources.
- 3.) The ability to develop, implement, manage, and evaluate new and existing programs.
- 4.) The ability to develop and maintain effective working relationships with the Board of Directors, donors and other key individuals and organizations in the community.
- 5.) The ability to communicate effectively both verbally and in writing.
- 6.) To effectively provide a strong sense of transparency with board of directors, staff and community.
- 7.) A strong understanding of resource development, grant writing, grants management, fundraising, and public relations/marketing.
- 8.) The ability to successfully negotiate contracts.
- 9.) The ability to write successful grant applications.
- 10.) Good organizational skills and the ability to set priorities and meet deadlines.

MAJOR AREAS OF RESPONSIBILITIES

Leadership

- 1.) Provide leadership and direction to ensure the effective operation and delivery of programs and services within the organization and community:
 - a. Support the organization's mission and principles.
 - b. Ensure an environment that facilitates the achievement of strategic plan outcomes.
 - c. Ensure programs, services and activities support the goals & objectives of the American Association of Museums.
 - d. Ensure establishment of and adherence to policies and procedures.

Board, Community, and Government Liaison Work

- 1.) Prepares a written Director's Report for the Board's regular meetings, and ensures clerical and staff support of board activities as needed.
- 2.) Provides real-time updates on news-worthy events, major incident reports and any of the organization's business that would best prepare board members with appropriate information to address inquiries from the public, funders, media, etc.
- 3.) Acts as primary liaison to other agencies and ensures Center's representation on appropriate community boards, councils, task forces and meetings.

Strategic Planning

- 1.) With the Board President, schedules an annual strategic planning or review session(s).
- 2.) Ensures and oversees that a strategic planning process is instituted with results in the development and implementation of a quality strategic plan.
- 3.) Ensures and oversees the identification and evaluation of opportunities for improvement and implements plans for improvements.
- 4.) Develops strategic alliances with community leaders, and local and state officials.
- 5.) Develops collaborative partnerships with other related organizations, community organizations, and funders.

Administration

- 1.) Ensures that appropriate statistical documentation of program outcomes and activities is maintained and that quarterly, annual service summaries and reports are sent to the Board and funding sources in a timely manner.
- 2.) Ensures compliance with all applicable state and federal nonprofit codes and standards.

Finance and Fundraising

- 1.) Ensures Generally Accepted Accounting Principles (GAAP) are followed, audits or financial reviews are scheduled as requested by the Board, or as required by the IRS and granting agencies.
- 2.) Prepares annual budget subject to approval of the Board of Directors. Controls expenditures and reviews monthly and quarterly financial statements.
- 3.) Ensures that grant applications and foundation proposals to potential and existing funding sources are researched, prepared, and submitted in a timely manner, and ensures that all follow-up reports are filed.
- 4.) Negotiates contracts on behalf of organization.

Personnel Management

- 1.) Ensures that all employees are properly screened, interviewed, and trained.
- 2.) Ensures that probationary and annual employee performance reviews are conducted for all employees, proposes salary levels to the Board in the budget, hires and terminates staff, and oversees all personnel matters to ensure compliance with legal requirements and Center's employee policies.
- 3.) Provides self-evaluation as part of the probationary and annual employee performance review conducted by the Board of Directors.
- 4.) At minimum, conducts weekly meetings with leadership staff, if not weekly staff meetings for all employees.
- 5.) Approves all staff requests submitted for vacation, sick and personal leaves of absence.

Program Development

- 1.) Develops and evaluates annual goals and objectives in conjunction with the organization's Board of Directors.
- 2.) Establish linkages with community resources that may be needed by Center to adequately and effectively address program needs.
- 3.) Periodically reviews community needs assessment to ensure that the organization's services are responsive to the needs of the community.
- 4.) Oversees the recruitment of staff and volunteers, budget development, finances, and resource development, and facilities.

Public Relations/Outreach

- 1.) Implements outreach activities to the community. Maintains Center's visibility through public speaking engagements, community education activities, special events, media coverage and advertisements.
- 2.) Develops and maintains close working relationships with Yellowstone County Commissioners, State History Museum, State legislators and other relevant serving agencies.

Salary \$60,000+, and benefits.

To apply, please submit a cover letter, your CV or resume or, and a list of 3 professional references to:

Mary Hernandez, Interim Director
406.690.2967
Western Heritage Center
2822 Montana Avenue
Billings, MT 59101
or director@ywhc.org

Applications received by 5pm, March 31, 2025 will be considered for interviews beginning the first week of April; applications accepted until this position is filled.