

**History Center
Lake Forest – Lake Bluff
Executive Director Position Description**

Position Overview

The Executive Director is responsible for providing leadership and direction to staff and volunteers. Reporting to and partnering closely with the Board of Directors, the Executive Director will work with the Board, Staff, Volunteers and Donors to execute the Strategic Plan.

Experience and Job Qualifications

Bachelor's degree or higher is required with progressive experience in non-profit governance, strategic planning, finance, grant development and human resource policy implementation in museum management or related field.

A passion for history and the many ways in which it can provide value for all members of the community.

Previous successful fundraising/development experience in north suburban Chicagoland.

Experience working with a Board of Directors, Staff and Volunteers to develop and successfully administer goals aligned with the Organization Strategic Plan.

Superior organizational, verbal, computer/technology and written communication skills.

A demonstrated ability to convert ideas into working programs and outcomes.

Essential Duties and Responsibilities

Provide leadership to staff and committees for implementation of Board goals, policies and priorities consistent with the History Center Strategic Plan. Focus areas include Finance, Donor/Membership Development, Revenue Generation Opportunities, Marketing, Programming, Facilities and Collections Management.

Stress high morale, teamwork, and enthusiasm while delegating responsibilities as appropriate, with proper confidentiality levels, using market influenced work schedules.

Represent the History Center to the Lake Forest and Lake Bluff communities with the ability to be welcoming and diplomatic.

Develop professional and effective working relationships with other local organizations, while being cognizant of their goals and strategic positioning.

Maintain overall ethical compliance with Federal, State and Local Laws and support the Mission of the History Center to uphold public trust.