DIRECTOR POSITION ANNOUNCEMENT
SAUGATUCK-DOUGLAS HISTORICAL SOCIETY

The Saugatuck-Douglas Historical Society (www.sdhistoricalsociety.org) is a non-profit 501(c)3 “organization of over-achievers” in the lovely resort towns of Saugatuck and Douglas, located along the shore of Lake Michigan in Southwest Michigan. (http://saugatuck.com/index.asp) With this announcement, the Society will hire its first full-time employee and director. To this point, our organization has achieved remarkable things through the efforts of its working Board and 100+ volunteers. We have evolved to the point that we need professional management on a day-to-day basis. Our vision is to be a premier Michigan attraction built on unparalleled collections and innovative visitor-centered experiences, employing the highest standards of scholarship and stewardship. We believe we are the best small history organization in the State of Michigan and we want to remain and excel in that position.

2014 revenues – $135,600. Assets – over $1.6M. Debt – $0.

The 1866 Old School House History Center in Douglas, purchased in 2006, is our business and programming center. It is also home to our beautiful Back-In-Time-Garden and the historic 1854 Francis Metal Surfboat and the permanent boathouse exhibition, “Rowing Them Safely Home – Shipwrecks and Lifesaving on Lake Michigan.”
http://www.sdhistoricalsociety.org/sites/schoolhouse/schoolhouse.php
http://www.sdhistoricalsociety.org/sites/schoolhouse/boathouse.php

The Society is the long-term leaseholder of the historic Saugatuck Pumphouse (1904) on the west bank of the Kalamazoo River at the foot of Mt. Baldhead Park. The Pumphouse is our History Museum, where in May, 2015, we will open our 20th different exhibition.
http://www.sdhistoricalsociety.org/sites/museum/museum.php

The SDHS has also published 12 books and acts as the principal archival depository for the area, including a photo archive (largely digitized) with over 13,000 images.

Each summer, our programming attracts SRO crowds to the History Center with Monthly Programs and “Tuesday Talks” in July and August.
http://www.sdhistoricalsociety.org/current/monthly.php
http://www.sdhistoricalsociety.org/current/tuesday.php

The last 20 years of our “Achievements” are beautifully summarized at:

Our hard-working Board and cadre of dedicated volunteers are seeking a Director who will be responsible for managing the daily operations of the organization. Reporting to the Board of Directors directly and through regular contact with the President, the Director will have substantial operational responsibility for the organization, including supervising staff and volunteers, and coordinating with Working Group and Project Chairs and volunteers to implement the execution of the organization’s mission as more
specifically provided below. S/he will develop and maintain deep knowledge of programming, activities, operations, and business plans.

**Job Title: Director**

Education: Bachelor’s degree (minimum) and advanced degree preferred in Museum Studies, Non-Profit Administration or a discipline related to the museum’s mission and collections.

**Desirable experience, skills, and knowledge:**

- Excellent organizational skills; ability to coach staff and volunteers; develop and manage teams; set and achieve strategic objectives; and manage budgets.
- Strong written and verbal communication skills.
- Strong working knowledge of digital technology tools (word processing and financial software, web, social media, etc.)
- Past success working with a board of directors.
- Strong marketing, public relations, and fundraising skills.
- Ability to engage a wide range of stakeholders and to work effectively in collaboration with diverse groups of volunteers.
- Unwavering commitment to quality programs and data-driven program evaluation.

**Responsibilities:**

*Leadership/Management:*

- Serve as the primary contact for the public and membership.
- Provide staff support for a strong Board of Directors.
- Attend all meetings of the Board of Directors.
- Identify areas for formulation of policies and policy changes, as needed, for review and action by the Board and maintain and implement such policies in the organization’s administration and activities.
- Coordinate and assist Working Group Chairs and volunteers to maintain, grow and energize the membership.
• Coordinate and assist Working Group Chairs and volunteers to ensure ongoing programming and exhibition excellence.

• Coordinate and assist Working Group Chairs and volunteers in growing, managing and ensuring access to the organization’s collections and archives consistent with policies formulated by the Board.

• Administer and manage the books and records of the organization, including day-to-day finances.

• Coordinate and assist the organization’s accountant and Treasurer in producing timely financial reporting for use by the Board and for other purposes.

• Coordinate and assist Work Group Chairs and volunteers to maintain, preserve, improve, and manage the use of the buildings, grounds, facilities, equipment, technology, furnishings and other property of the organization.

*Fundraising:*

• Work with the Board to formulate and implement strategies for fundraising campaigns, sponsorships and events to support the annual budget and development of a high standard of excellence of the organization.

• Work with the Board and independently to cultivate external relationships to garner new opportunities for support.

• Research, apply for, and administer grants.

• Coordinate and assist Working Group Chairs and volunteers with fundraising events.

• Formulate and implement strategies for marketing and merchandising SDHS programs, products and facilities.

*Communication:*

• Manage and cultivate the SDHS brand locally, statewide and nationally so as to maintain and grow public awareness of the excellence, programming, collections, and activities of the organization.

• Manage, maintain and direct the improvement of the organization’s website and social media presence.

• Coordinate and assist Working Group Chairs and volunteers to ensure a high standard of excellence in design of the displays, products, facilities, publications and advertising of the organization.
• Coordinate advertising of the organization’s programming, exhibitions, events and activities.

• Manage partnership and cooperative relationships and activities with other non-profit organizations, libraries and schools.

Planning:

• Coordinate annual strategic planning process.

• Assist the Board of Directors on policy and planning issues.

Compensation:

Competitive salaried (starting at $40,000 per year) position with monetary allowance for benefits, including flexible health care allowance, sick leave, vacation time, and opportunities for professional development.

Evaluation:

The Director will be reviewed annually by the Board of Directors. A written performance appraisal will be provided and the Director will be given an opportunity to address the board on performance related issues at the time of the annual review if requested.

Application:

If the qualifications can be met, a substantive letter of interest accompanied by a current resume and three references with complete contact information should be sent via e-mail and attachments only no later than Monday, May 3, 2015 to:

Sharon M. Kelly, Board President
Saugatuck-Douglas Historical Society
PO Box 617
Douglas, MI 49406
mailto:smkelley@comcast.net

Questions may be made in writing to Fred Schmidt at info@sdhistoricalsociety.org