



**Executive Director
Delaware County Historical Society**

Job Description

Position Overview

Delaware County Historical Society (DCHS) seeks a dynamic executive director to raise funds for operations and the endowment, build the society's capacity to provide programming, and manage the daily financial operations. This is a part-time position that reports to the Board of Directors.

About the Delaware County Historical Society

Founded in 1927, Delaware County Historical Society seeks to enrich the lives of area residents through the preservation and interpretation of our local heritage. DCHS provides resources through education initiatives, presentations, and research support. For more information, visit www.delawarecountyhistory.org.

Key responsibilities:

- Develop and maintain relationships with key stakeholders, funders, and corporate donors.
- Work with the board to create a fundraising plan, which will encompass annual giving, major gifts, and planned giving.
- Identify potential sources of financial support and secure support for operations and the endowment.
- Grow DCHS individual, family, corporate memberships, and sponsorships using board-approved benchmarks.
- Identify and apply for grant funding for board-approved projects.
- Manage daily operations pertaining to budget and finances.

Successful candidates will have:

- A strong record of fundraising, including grant writing and grant funding.
- An appreciation of history and the importance of preserving and interpreting the past.
- The ability to engage, motivate, and interest people, aligning them with the strategic goals and activities of DCHS.

- The ability to maintain effective working relationships with the Board of Directors, donors, funders, volunteers, patrons, public officials, media, and other business contacts.
- A positive, professional attitude.

Minimum requirements:

- Bachelor of Arts degree in non-profit organization or more than three years of experience working with non-profit organizations, historical societies, or museums.
- Excellent written and verbal communication skills.
- Skill with computer applications including email and Microsoft Office.