

**Sherburne County Historical Society**  
**Job Description**  
**Executive Director**

**Job Title:** Executive Director

**Classification:** Exempt

**Reports to:** President, Board of Directors

**Posting Date:** 7/3/2026

**Resumes Due By:** 7/13/2026

**Send Resumes to:** [president@sherburnehistorycenter.org](mailto:president@sherburnehistorycenter.org)

**Position Summary:** The Executive Director is the principal agent of the Board of Directors in setting and executing its strategic plan and directing Society activities towards the Board's established vision. The Executive Director is responsible for the management of policies and procedures related to the Society's human, financial, physical and cultural resources as approved by the Board of Directors.

The Executive Director is the principal agent of the board of directors in promoting the Society, its cooperation with other agencies, institutions and organizations, and the collection, preservation, study and appreciation of history. The Executive Director accepts responsibility for the organization's consistent achievement of its mission and financial objectives.

The Executive Director position is a very hands-on position that requires the candidate to be multi-faceted. Successful candidates should have a bachelor's degree in a history-related field or possess a minimum of 6 years of experience in museum management.

The candidate must also have experience in the following software programs: PastPerfect Museum Software, Quickbooks, Microsoft Suite and Adobe products. Candidate must possess strong research, writing, communication and public-speaking skills.

**Other Job Demands:** The Executive Director must be available to work nights and weekends. The position involves attending community meetings and being involved in community groups. This role requires the ability to move and lift objects up to 50 lbs. The position involves extended periods of standing, walking, bending, reaching, and repetitive motion. The Executive Director must have the ability to simultaneously manage several projects and timelines.

**Supervisory Duties:** Supervises paid staff and volunteers.

**Essential Job Functions:**

1. **Managing the financial resources of the Society**

- \* Monitor society finances and review practices and policies with board of directors
- \* Responsible for developing and maintaining sound fiscal and financial practices
- \* Directs fundraising efforts for capital and operating projects
- \* Prepare annual budget request for SCHS Board and Sherburne County Commissioners
- \* Oversee accounting practices that serve the financial reporting needs of the board and annual audit
- \* Complies and facilitates state and federal reporting requirements
- \* Writes grants requests

- \* Ensures that the organization operates within budget guidelines and that adequate funds are available to permit the organization to carry out its work

**2. Responsible for establishing direction and optimal use of programs, publications and services.**

- \* Meets regularly with program staff to review, approve and support programming plans and initiatives
- \* Reviews monthly reports provided by staff and provides for board review
- \* Seeks and recommends program partnerships and funding
- \* Develops an annual plan to increase public awareness of the Society through programs, special events, exhibits and other means
- \* Oversees the publicizing of the activities of the organization, its programs and its goals

**3. Ensures a positive work environment that promotes productivity and customer service**

- \* Responsible for the recruitment, employment and review of all Society personnel
- \* Ensures that job descriptions are developed for all staff, that regular performance evaluations are held, and that sound human resource practices are in place
- \* Maintains employee records and assures compliance with state and federal regulations, and the society's personnel policy
- \* Recommends employee wages and benefits to board of directors
- \* Communicates and provides opportunities for employee development
- \* Terminates employees (upon review and approval of Board or its Executive Committee)
- \* Maintains a climate that attracts, keeps and motivates a diverse group of top-quality staff and volunteers

**4. Oversees administration of the Sherburne History Center**

- \* Monitors building facilities and recommends improvements and repairs to county staff
- \* Ensures for proper insurance coverage for board, staff, building, volunteers and visitors
- \* Signs all contracts with vendors, consultants, and granting organizations

**5. Manages Society's activities toward achievement of strategic goals.**

- \* Develops, implements and monitors the Society's strategic plan
- \* Assures that both short and long-range strategies are performed to advance the Society's mission and operating plan

**6. Coordinates Board and Committee Activities**

- \* Sets agenda for board meetings and oversees the compilation of information for board review
- \* Communicates with board president as needed to prepare for board business
- \* Keeps the Society board of directors informed on all critical society business
- \* Researches and prepares financial, operational, and programmatic policies for board review and approval
- \* Works with staff liaisons and committee chairs in implementing committee work

7. **Serves as key liaison with the county on matters relating to county budget, building operations and activities of the Society.**
  - \* Provides budget to county administrator
  - \* Provides regular reports to the county board of commissioners on SCHS activities
  - \* Communicates building maintenance needs and upgrades to county building supervisor
8. **Serves as the Society's principal spokesperson and representative on public, professional, and social occasions.**
  - \* Represents the programs and points of view of the Society and Board to governmental agencies, organizations and the general public
  - \* Monitors and takes advantage of opportunities to raise public awareness of local and regional history and its significance to the present
  - \* Lead development of social media outlets and drive community awareness.
9. **Oversees the care, documentation, and conservation of the Society's physical and digital collections and archives.**
  - \* Oversee development and accurate cataloging systems, provenance records, and condition reports.
  - \* Coordinate acquisition strategies, including donations, purchases, and loans.
  - \* Ensure the team uses the best conservation practices and object handling standards.

**Relationships:** Reports to the President of the Board of Directors who serves as the liaison to the Executive Director on behalf of the board. Acts as Society's project director on projects requiring an independent consultant. Responsible for special projects and duties assigned by the Board of Directors.

The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.