

Holland Historical Trust Executive Director
Position Description – 4/12/17

BACKGROUND

Holland Historical Trust is an American Association of Museums accredited collection-based and historic institution. Founded in 1937, the Holland Historical Trust operates four historic properties located within a three-block radius.

The Holland Historical Trust's collections include 5,500 linear feet of historic documents, books, images and maps from the mid-1600s through the present, and 30,000 artifacts. It offers a robust variety of on-site and off-site educational programs for children and adults. The Executive Director is employed by and reports to the board of the Holland Historical Trust. They are responsible to hire and manage all staff. The current staff includes five full-time and six part-time employees, who are supported by an active corps of over 100 volunteers.

RESPONSIBILITIES. The Executive Director will provide leadership in preserving and promoting the area's heritage including both the unique contributions of the Dutch settlers and the important stories of other resident and immigrant groups. They will become an integral part of the community's cultural and educational life by forging mutually rewarding partnerships with community organizations of all sectors. The Executive Director will be charged with advancing the existing strategic plan and initiatives using a collaborative and entrepreneurial approach.

1. Strengthen the Holland Historic Trust's infrastructure, governance and management systems in preparation for future growth.

- Work with board leadership to create a strong executive/board partnership.
- Employ and oversee a complement of staff with the skills and capability of meeting AAM Accreditation standards.
- Ensure that necessary human resources are developed by fostering a culture of mutual respect and appreciation between board and staff; building accountability through clear expectations, regular performance evaluations and providing professional development opportunities.
- Ensure that facilities meet future needs by managing and maintaining historic properties, including archives and developing them in ways that allow for strategic growth.

2. Ensure the longevity of the Holland Historical Trust for the community by securing stable and diverse income sources that will provide reliable, sustainable funding. Develop and secure financial resources needed to ensure the future by working with board and staff to:

- Develop and achieve a balanced budget and monitor finances regularly;
- Cultivate relationships with private and corporate donors;
- Pursue grant opportunities;
- Build the Holland Historical Trust's endowment;
- Network with city and township officials to establish equitable support from governmental agencies;
- Oversee an integrated plan to build the membership base;
- Develop a robust facility rental program for the Museum building, historic homes, and Armory.

3. Enhance the visitor experience by developing new permanent exhibits based on the new vision and expand and diversify exhibition and program offerings to better serve our community, both in the Trust's facilities and through outreach Work with staff to:

- Revise permanent exhibitions to tell the stories of our diverse community;
- Engage target audiences in co-creation of programs and exhibitions;

- Incorporate new technology and media into exhibitions and programs to enliven the visitor experience;
 - Develop a temporary exhibitions calendar that focuses on the Holland Historical Trust's core themes;
 - Expand offerings for students of all ages in coordination with other educational institutions;
 - Coordinate/collaborate with schools, organizations, and businesses to create programming that meets community needs of target audiences.
4. Ensure the Holland Historical Trust's historic resources, collections, and archives are representative of and accessible to the community.
- Oversee a process to digitize and make artifact collections and archives available on-line.
 - Establish, implement and oversee a plan for archiving institutional history.
5. Enhance the image and understanding of the Trust in the community, region and beyond.
- Serve as the media spokesperson for the Holland Historical Trust.
 - Create a focused marketing strategy to attract and serve target audiences;
 - Harness technology to attract and serve younger audiences, cultivating new members while retaining current members.
 - Explore and expand mutually advantageous collaborations and partnerships with a broad range of organizations with complementary missions and goals.

QUALIFICATIONS

The successful candidate will have:

- Demonstrated ability to inspire and empower staff, board, community members and donors
- A collaborative and entrepreneurial approach
- An appreciation of diverse perspectives
- A track record of success in fundraising and resource development,
- Demonstrated success in community relations, marketing and public relations,
- Successful staff and volunteer management experience
- Excellent oral/written communication and public speaking skills.
- A team builder who leads by example.
- A Bachelor's degree is required, a Master's degree preferred
- A minimum of five years of successful non-profit executive experience,
- A degree in History or Museum Studies is beneficial but not required.

Competitive salary and benefits package including employee health insurance, paid time off and professional development.

The Holland Historical Trust is an Equal Opportunity Employer.

APPLICATION PROCEDURE

Please submit a cover letter, resume and references to:

Holland Historical Trust
Human Resources Department
31 West 10th Street
Holland, MI 49423

or

hr@hollandmuseum.org