Now Hiring Executive Director

Latah County Historical Society (LCHS), Moscow, Idaho, is seeking qualified applicants to fill its position of Executive Director. The Executive Director is jointly employed by LCHS (a 501(c)3 nonprofit organization) and Latah County. An advanced degree in History, Museum Studies, Nonprofit Leadership, or related field is required; two or more years of administrative experience including supervising staff and overseeing financial operations is desired.

This highly visible position plays a key role in every aspect of our work, which is focused on providing benefit to Latah County’s citizens and communities. The Executive Director oversees all daily operations of the Society including, but not limited to, fiscal accounting, budgetary planning, personnel management, educational programming, archival collections management, visitor services, event planning, promotion, and building and ground maintenance, including the McConnell Mansion. The Executive Director works with other staff, a strong volunteer corps, partner organizations, active committees, and our Board of Directors. The successful candidate will have excellent written and verbal communication skills, as well as a sincere interest in serving the community. (See a complete job description below.)

This professional, full-time, salaried position is jointly funded by LCHS and Latah County. The total annual salary will begin at $54,000, dependent upon experience. Benefits include partially-subsidized group medical, dental and vision insurance through Latah County, plus participation in PERSI, the Idaho public employee pension plan. Vacation and sick leave are also provided by Latah County. LCHS provides an employer-funded 403b retirement plan.

Please refer questions to Ann Hoste, Hiring Committee Chair, at latahcohistoryboard@gmail.com.

To apply, please submit the following items electronically to latahcohistoryboard@gmail.com.

- Latah County’s Employment Application, found at [https://www.latah.id.us/employment/](https://www.latah.id.us/employment/)
- Cover letter and resume
- Two professional references (Name, contact information, relation to applicant)

Applications will be accepted until the position is filled; first preference will be given to those received by March 1st.
LATAH COUNTY
JOB DESCRIPTION

Job Title: Executive Director  Date Last Revised: March 2017
Department: Museum  Reports to: Board of County Commissioners and
          Latah County Historical Society Board of Directors

Job Summary
Executive Director of the Latah County Historical Society. Oversees all daily operations of the Society
including but not limited to fiscal accounting, budgetary planning, personnel management, educational
programming, archival collections management, visitor services, event planning, promotion, and
building and ground maintenance, including the McConnell Mansion. The ED is a shared employee
reporting to both Latah County (“County”) and the Latah County Historical Society (“LCHS,” a nonprofit
organization). For purposes of determining proper compensation and benefits, this job is treated as a
¾ time position, 30 hours per week, for County and ¼ time position, 10 hours per week, for LCHS.

Duties and Responsibilities

Essential
Fiscal Management
- Develop and implement the Latah County Historical Society budget, including oversight of all
capital funds and expenditures, fundraising, and donations.
- Coordinate membership program and annual appeal for donations.
- Collect and process donations, membership payments, and other fees.
- Allocate budget resources towards effective programs, mission-oriented curatorial duties, and
  the preservation of the McConnell Mansion. Advise the BOCC on upkeep of the McConnell
  Mansion and procure estimates for repair.
- Identify, recommend, apply for and implement fund raising strategies and sources, including
  preparing grants.
- Manage and account for the Latah County Historical Society checking and savings accounts.
  Process all payroll for employees, deposits for LCHS, and bills to be paid.
- Sit on the Board of Directors of the Latah County Historical Foundation and solicit funds for
  that endowment.

Organizational Management
- Develop, design, and implement goals to advance the mission of LCHS, including educational
  programs offered on-site, in the county, and online.
- Oversee the content, design, and printing of all LCHS publications, both print and electronic.
- Oversee development, design, installation and evaluation of interpretive exhibits at the
  McConnell Mansion and other locations, in collaboration with Museum Curator.
- Develop, maintain, and implement landscaping plan for the McConnell Mansion including but
  not limited to lawn maintenance, trees maintenance, and weed management.
- Plan, manage and implement all building maintenance, in consultation with the Museum
  Curator. Conduct maintenance activities as needed and in consultation with County’s
  maintenance department.
- Make public presentations upon request from community organizations, schools, and various
  community groups on the history of the area, the work of the organization, and future plans
- Ensure that the McConnell Mansion is safe, adequately lit, and secure.
- Provide for snow and ice removal.
Personnel Management

- Hire, conduct annual reviews, fire, train, and supervise employees, namely the Museum Curator (full-time) and Office Coordinator (part-time). Oversee the volunteer program.
- Ensure staff and volunteers are complying with all policies and procedures.
- Develop staff and volunteers by creating job descriptions, encouraging training opportunities, and addressing areas of concern.
- Prepare all formal and informal communication for the Latah County Historical Society.
- Attend community events as representative of the Latah County Historical Society and act as liaison with other agencies/parties/groups. Serve as a public advocate for preserving and interpreting local history.
- Initiate, negotiate, and implement special projects with service groups.
- Be on call 24 hours a day, seven days a week or arrange for facility coverage.
- Attend monthly County Elected Official/Department Head meetings.
- Attend relevant trainings and workshops as scheduled and provided by the County. Attend relevant conferences, seminars and workshops.
- Serve as Ex-Officio member of LCHS Board of Directors.

LCHS Board of Directors Ex-Officio Duties

- Schedule monthly meetings, prepare and develop agenda for monthly meetings, and maintain and keep records of monthly meeting in compliance with Idaho’s Open Meeting Law.
- Provide a written status report of each month’s activities and written status report of any grant activities and special projects each month.
- Serve as resource for the LCHS Board in all areas effecting LCHS activities.
- Present conflicts/concerns/issues to LCHS Board and make recommendation of reasonable resolution.

Qualifications

- Advanced degree in History, Museum Studies, Administration, or related field.
- Two (2) or more years of administrative experience including supervising staff and overseeing financial operations.
- Demonstrated success in obtaining outside funding.
- Experience in designing and installing interpretive historical exhibits.
- Experience in public speaking, public relations, and marketing.
- Experience in establishing and maintain collaborative relationships with other organizations.
- Possession of excellent verbal, writing, and organizational skills.
- Computer skills to include: Excel, Word, Publisher, PowerPoint, and Social Media.
- Ability to work independently with minimal supervision.
- Ability to climb stairs, stand or walk for extended periods of time, and lift and carry at least 25 pounds.

Typical Physical Requirements

- Standing, walking, climbing, balancing, grasping, kneeling, crouching, reaching, and pulling.
- Bending, stretching, lifting regularly through the day.