

**Fairfield County Heritage Association**  
**Executive Director**  
**Job Description**

**DESCRIPTION:** The **Executive Director** is responsible for planning, organizing and directing all operational, administrative, financial disciplines, fundraising and programmatic aspects of the Fairfield County Heritage Association as directed by its Board of Directors. Properties include both the 1832 Georgian Museum and the 1811 Sherman House Museum. FCHA serves as the county historical society, and presents educational programs and exhibitions to the public. Salary commensurate with experience, starting range \$40,000-\$60,000.

**PRIMARY DUTIES AND RESPONSIBILITIES**

- Lead the Board, staff and volunteers in carrying out FCHA's mission through a multi-year strategic plan
- Ensures the operations and administration of FCHA are in compliance with Board policies
- Provide overall supervision of the financial operations of FCHA on a daily basis; Develop an annual operating budget with direction from the Finance Committee
- Supervise the maintenance and preservation of the two historic house museums
- Manage paid staff, volunteers and interns
- Oversee the implementation of marketing strategies; promote the organization, its mission and the museums through public relations outlets
- Execute fundraising initiatives, including grant writing, major fundraising events and cultivating relationships with major stakeholders
- Provide leadership for volunteer committees responsible for public programming
- Cultivates professional relationships with community leaders and organizations for the purpose of increased awareness of and involvement in FCHA
- Manage and provide care for museum collections
- Develop temporary exhibitions in collaboration with museum volunteer committees

**EDUCATION AND WORK EXPERIENCE**

Minimum requirements:

- Bachelor's Degree in the following or closely related fields: History, Historic Preservation, Museum Studies or Business Administration
- Knowledge of museum management best practices and procedure
- At least three years of supervisory experience
- At least three years' experience in non-profit fundraising

Preferred experience:

- Master's Degree in Public History or Museum Administration
- Previous experience as a Museum Director or Assistant Director is desirable
- Experience in planning, organizing and operating public informational and educational facilities, programs and exhibits
- Experience with PastPerfect Museum Software and Quickbooks accounting software

Required skills

- Demonstrates excellent interpersonal skills, establishes and maintains effective working relationships with FCHA staff, volunteers, members and the public
- Demonstrates enthusiasm for history and a desire to preserve and share local history
- Ability to develop and implement successful fundraising and membership drives
- Ability to prepare and analyze data, to communicate effectively verbally and in writing, and to carry out projects to their completion

Submit resume and 3 references to [president@fairfieldheritage.org](mailto:president@fairfieldheritage.org)