



Southwest Seattle Historical Society

c/o "Birthplace of Seattle" Log House Museum, 3003 61st Ave. S.W., Seattle, WA 98116
206.938.5293 www.loghousemuseum.info

Our mission: to promote local heritage through education, preservation and advocacy

Position announcement: Executive Director

The Southwest Seattle Historical Society, the community heritage organization for the Duwamish peninsula since 1984, seeks an Executive Director to focus on fundraising, outreach and volunteer recruitment and provide overall management of the organization.

Application deadline

The deadline to submit applications is 5 p.m. Friday, May 19, 2017.

Description of Duties

The Executive Director works a full-time/flex-time schedule, including evening and weekend hours, and reports to the Board of Trustees. Responsibilities include:

Fundraising

- Development and maintenance of sustainable revenue streams.
- Cultivation and stewardship of donors.
- Direction of fundraising events and coordination of associated volunteer committees.
- Securement of grants as possible and appropriate.

Outreach

- Maintenance of focus and public attention on organization's mission.
- Enhancement of visibility of organization via programs, projects and events throughout service area.
- Promotion of organization via internal and external tools and media.
- Liaison with heritage organizations and governmental officials.

Volunteers

- Recruitment and retention of volunteers at all levels, including potential members of the Board of Trustees.
- Supervision of non-curatorial and non-museum volunteers.
- Fostering of existing volunteer-based committees and creation of new ones as appropriate.

Management

- Overall management of the organization, including its staff and facilities.
- Hiring and supervision of curator, contract bookkeeper. (Curator hires and supervises museum operations coordinator.)
- Preparation and monitoring of annual budget.
- Sign-off on all organizational spending.
- Assistance to Board of Trustees in recruitment, training and other areas as appropriate.

Qualifications

- Knowledge of and affection for the Duwamish peninsula (primarily West Seattle and White Center, from Puget Sound to the Duwamish River).
- Excellent oral and written communication skills, including ability to relate well to and inspire a variety of people in a variety of settings, along with experience in presentation and public speaking and one-on-one communication with donors/members/volunteers.
- At least three years of work experience in a nonprofit setting or equivalent, preferably including fundraising, communications, recruiting and supervising staff and/or volunteers, managing grants and projects, writing and managing budgets and serving as the face and standard-bearer for a beloved, community-based mission.
- Academic degree or certificate in nonprofit management, fundraising, communications or other area(s) consistent with Description of Duties.
- Computer skills, including experience with the Microsoft Office suite and familiarity with data-management, layout/design and accounting software.
- Ability to work independently, to perform several tasks concurrently and to delegate appropriately. Excellent time-management and organizational ability.
- Availability to work weekends and weekday evenings as schedules for events, committees and the Board of Trustees dictate.
- Auto transportation for frequent individual and organizational meetings in the community.

Compensation

Up to \$40,000/year depending on experience. No paid health insurance or paid vacation.

To apply

Send or e-mail cover letter, resume and any desired supporting materials and links to Peder Nelson, chair, Personnel Committee, Board of Trustees, Southwest Seattle Historical Society, 3003 61st Ave. S.W., Seattle, WA 98116-2810, or panelson206@gmail.com. If you have questions, please e-mail Peder or call him at 206-335-9316.

The Southwest Seattle Historical Society is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination based on gender, marital status, race, color, religion, national origin, age, sexual orientation or the presence of a non job-related medical condition or handicap.