

## **Executive Director, Steele County Historical Society, Owatonna, Minnesota**

**Location:** Steele County Historical Society, Owatonna, Minnesota

Steele County Historical Society, an independent nonprofit with a growing and active membership, has an immediate opening for an Executive Director/Administrator. The director manages the staff and operations, serves as public relations spokesperson for the Society and performs community outreach, fund development, mission/ vision related duties. The Society's culture relies heavily on teamwork between staff, board and volunteers.

### **Required duties and skills:**

- Help to write and manage the Society's annual budget.
- Oversee the general operations of the campus that includes the 18,000 square foot History Center as well as the 19-structure Village of Yesteryear.
- Have an affinity for history and historical preservation.
- Have background with principles and practices of marketing and fundraising.
- Be proficient with Microsoft Office Suite and possibly PastPerfect 5 collections program & Wild Apricot.
- Works and communicates well with diverse groups of people, including 15-member board & 6-member staff.

### **Education/Experience:**

Bachelor's degree and /or 5 years' experience in a related field.

### **Compensation:**

3/4 to full time salaried position. Pay commensurate with experience.

To apply via email by sending resume, cover letter and 3 professional references to the Personnel Committee at [SCHSboard@steelehistorymuseum.org](mailto:SCHSboard@steelehistorymuseum.org). Please type "Executive Director" in the subject line of your email.

A resume, cover letter, and list of 3 professional references can also be mailed to the Steele County Historical Society, Attn: Personnel Committee, 1700 Austin Road, Owatonna, Minnesota 55060.

Application review to begin November 18. Position opens until filled. Start date is negotiable.