



NCHS Job Description: Executive Director

NCHS seeks a dynamic person who can lead a small team of staff, interns, contractors, and volunteers, liaison with the NCHS Board, and work with community organizations and partners. The candidate requires the vision to develop the Historical Society's role in the future of Heritage Tourism in Napa Valley, the passion to grow sustainable pathways that secure NCHS' financial sustainability, and the professionalism to secure the Historical Society's reputation as a champion of all Napa Valley history.

Overview

The Executive Director is responsible to the Board of Directors of the Napa County Historical Society (NCHS) for planning, developing, and implementing policies, procedures, and program activities that meet the Historical Society's mission and garner community support and resources in order to sustain NCHS. The NCHS Board expects the Executive Director to perform these duties and responsibilities at a professional level in keeping with the ethics and standards of historical museums and research libraries.

It is the mission of NCHS to discover, preserve, and present the history of Napa Valley. To accomplish this the Historical Society researches and presents two exhibits per year, actively digitizes its collections to accommodate greater public access, provides research services, and hosts winter and summer programs. To fund the Historical Society the Executive Director in concert with the Board of Directors recruits members, maintains two rental properties, runs a gift shop, and seeks sponsorships, grants, and donations.

PRIMARY DUTIES AND RESPONSIBILITIES

Interaction with the NCHS Board

- Work with NCHS Board Committees to develop Budgets, Membership, Communications, Fund-raising, Exhibits, Facilities, Development, Revenues, Sponsorships, and Grants
- Prepare monthly Board reports, and attend Board meetings
- Act on behalf of the NCHS Board as assigned

Operations Oversight

- Oversee and perform NCHS Administrative operational duties. This includes but is not limited to financials, reporting, inventories, facilities, utilities, maintenance, rental properties, and correspondence.
- Liaison with City of Napa Parks and Recreation partner (landlord)



- Oversee the development of annual and long-term strategic plans for Development, Exhibits, Collections, and Research
- Oversee staff, interns, and volunteers
- Oversee outreach and communications
- Oversee implementation of exhibits and programs

Development

- Pursue grant opportunities, submit proposals, manage grants, and file reports in a timely and transparent manner
- Work with the Board to solicit sponsorships, donations, and memberships
- Liaison with the Gift Shop Vendor
- Liaison with government agencies to create support for the Historical Society's role in Heritage Tourism
- Liaison with community visitor organizations (e.g. Visit Napa Valley, Chambers of Commerce, TID, and Downtown Napa)
- Liaison with community organizations that promote Heritage Tourism (e.g. Napa Valley Heritage Network, Black History Committee, etc)
- Promote NCHS through multiple media platforms, presentations, and representation

Collections and Exhibitions

- Oversee and manage the receipt of donations that fall within the mission of the Society.
- Maintain legal documents associated with Deeds of Gift, Transfer of Deeds of Gift, and Temporary Loans
- Oversee the continued development of collection and preservation protocols in keeping with museum ethics and standards
- Oversee staffing and internships associated with collections and partner collection projects
- Coordinate the development of exhibits with the Board Exhibit Committee
- Oversee the solicitation of exhibit sponsorships and management of exhibit budgets, publicity, and collateral programs
- Oversee collection loans and outside loans to NCHS for the purpose of temporary exhibits, including management of insurance and transport

Research and Publications

- Oversee research and reference services



- Oversee development of publications including but not limited to the NCHS website, e-Newsletter, biannual *Tidings*, and special research publications.

QUALIFICATIONS

Educational & Experiential Requirements

- Experience with the development of cultural organizations and tourism
- Preferred Masters in Museum Studies, Anthropology, or equivalent field
- Demonstrated experience working with non-profit organizations
- Experience in fund-raising
- Strong writing skills
- Computer literacy

Working Knowledge

- Collections Management
- Research Methodology
- Exhibit Craft
- Philanthropy opportunities

Vision and Passion

- The vision of holistically interpreting and presenting the history of Napa Valley
- The passion to develop entrepreneurial pathways that grow Heritage Tourism and sustain NCHS

APPLICANT DOCUMENTATION

1. Resume
2. Three References that speak to the various types of experience described above
3. Visual presentation of Experience (e.g. PowerPoint, Video)
4. Example of writing (e.g. grant proposal, research)