



Job Title: Director

Position Duties: Summit Historical Society (SHS) is currently seeking a full-time, year-round Director to perform a variety of leadership, administrative and fundraising duties in support of the SHS mission. Applicants should have experience and understanding of museum practices, non-profit management, fundraising, business administration, and membership development skills.

Other applicant characteristics include:

- Proven ability to make community connections and grow membership
- Dependability and flexibility
- Ability to function as a self-starter
- Ability to work independently as well as a team leader and member
- Strong attention to detail
- Proven administrative skills
- Effective verbal and written communication skills
- Creativity
- Ability to plan, organize, and present programs
- Proven ability to fundraise and win grants
- Demonstrated ability to work and be supervised by a Board of Directors

Responsibilities include:

- Oversee staff and volunteers in day to day operations for historic sites and collections
- Handling of collection management including loans, accessions, and deaccessions using PastPerfect
- Actively generation of revenue through programs, special events, membership, grants, and donations
- Planning and coordination of special events and programs
- Implementation of community engagement activities
- Directing the Society staff in the development of strategic plans for success
- Active collection and story-telling about Summit County, Colorado history
- Creating a dynamic museum environment, in-person and online.
- Responsible for the museum tours and school groups
- Overseeing and increasing membership and donations
- Writing/winning applications for local, state, and national grants
- Responding to emails, phone messages, and correspondence
- Overseeing payroll, documenting donations
- Developing budgets
- Following established museum practices in day to day handling of artifacts
- Other duties and activities as assigned

Minimum Qualifications:

- Education: Degree from an accredited college or university in Museum Studies, History, Business, Nonprofit management, or related field, with at least 5 years management experience in related field.
- Proficient in Microsoft Office PastPerfect and QuickBooks

- Able to speak, write, and read English. Fluency in additional languages, such as Spanish, is desirable
- 5+ years' experience supervising staff and/or volunteers
- 5+ years' experience with public speaking and presentations
- Experience with Board direction and supervision

Preferred Qualifications:

- Prior experience working in the museum or fundraising field
- Experience completing grant applications and receipt of grant awards
- Familiarity with Google Drive, Docs, Sheets, Forms, etc.
- Demonstrated skills in growing a nonprofit

Other Requirements:

- Candidate must have and maintain a valid Colorado Driver's License during employment
- Reference checks, background checks which may include: financial, criminal, sex-offender registry, and fingerprint checks through CBI/FBI
- Local travel within the county with occasional out of county travel
- Attend SHS board meetings (approximately 8-9 meetings per year)

Job Location: 403 LaBonte St., Dillon, CO 80435

Starting Salary: \$20-30 hourly, paid bi-weekly, DOQ.

Full-time, year-round, Tuesday - Saturday. Workdays and hours will vary depending on the museum hours, special events, and fundraising activities. This position will require some evening and weekend hours. Limited travel may be required.

Benefits: Flexible schedule around work obligations, paid holidays and PTO.

Apply: Please submit a cover letter and resume to sally@summithistorical.org

Open until filled.

Summit Historical Society is a 501c3 member organization. We are not supported by county or state governments. We are funded through dues, grants, programs, sponsorships, and donations.

Equal Opportunity Employer