

Executive Director (Part-Time)

Position Summary

The Executive Director (ED) serves as the chief administrative officer of the Scituate Historical Society, overseeing the strategic, operational, and financial management of the organization. The ED is responsible for the stewardship of three museums, multiple historic properties [Explore - Scituate Historical Society](#), and an extensive archival collection, ensuring their preservation, accessibility, and relevance to the community. This is a part-time position requiring strong leadership, management expertise, and a passion for history.

Key Responsibilities

Leadership & Administration

- Provide overall leadership, vision, and direction for the Society's mission, programs, and operations.
- Manage day-to-day operations, including staff supervision, volunteer coordination, and property oversight.
- Develop and implement strategic plans in collaboration with the Board of Trustees.

Financial & Fundraising

- Prepare and manage annual budgets; monitor financial performance.
- Lead fundraising initiatives, including grant writing, donor cultivation, and membership development.
- Seek partnerships and sponsorships to support programs and preservation efforts.

Historic Properties & Collections Management

- Oversee the care, preservation, and interpretation of historic buildings, museum collections, and archival materials.
- Ensure compliance with professional museum and archival standards.
- Coordinate exhibitions, educational programs, and public events.

Community Engagement & Advocacy

- Serve as the primary spokesperson and ambassador for the Society.
- Build relationships with community leaders, partner organizations, and stakeholders.
- Promote the Society's mission through public speaking, media outreach, and digital platforms.

Qualifications

- Proven leadership experience. Non-profit, museum, or cultural heritage management is a plus.
- Knowledge of, or interest in historic preservation, museum practices, and archival management.
- Strong skills in fundraising, grant writing, and financial oversight.
- Excellent communication, organizational, and interpersonal skills.
- Ability to work collaboratively with staff, volunteers, and the Board.

Work Schedule & Compensation

- Part-time position: 20 hours/week, with occasional evenings and weekends for events.
- Compensation: \$40 - \$45k, commensurate with experience