

Wyoming Historical Society
A Non-Profit Membership-Driven Educational Organization
Established 1953 www.wyhs.org

Position Title: Executive Director
Reports To: Executive Committee through the Society President
Supervises: Employees, contract labor, collaborates with volunteers
Salary: \$40,000-\$45,000 annually, exempt employee
Benefits: 10 days paid leave with 5 days additional at the one-year anniversary
Health and Dental Insurance

Job Summary:

- The Executive Director administers all aspects of the Wyoming Historical Society, and supports the Wyoming Historical Foundation, chapters of the Society and members.
- Responsible for the development and implementation of the goals and objectives of the Wyoming Historical Society. Serves as first point of contact for members, chapters, institutions and the public. Any travel required will be reimbursed.
- Oversees administrative activities required in the operation of the Society, including but not limited to budget development and fundraising, management and distribution of Society publications and products (may require ability to lift fifty pounds).
- The position will be based in Wyoming.

Duties and Responsibilities:

General Duties

- Serve as liaison among historical Society chapters, the general membership, the Executive Committee, and the Foundation by responding to phone/email/mail inquiries and attending meetings, as necessary.
- Plan, develop, establish and implement the Society's programs in cooperation with the Executive Committee, the Historical Foundation, chapter leadership and others.
- Plan, direct and participate in the delivery of support services to members and prospective members, including relationship building, resource identification, and public speaking engagements. Function as the liaison for chapters and potential members.
- Promote the Society, its mission, programs and services in a strong and positive way to stakeholders, including attending meetings, participating in functions, and giving public presentations about the Society.
- Provide support and organization to all meetings and activities of the Board, its committees, and the Historical Foundation.
- Establish, develop and maintain positive and strong working relationships with representatives of other organizations, government agencies, members, and the public.
- Participate in special projects as requested and other duties as assigned.

Marketing:

- Assist in implementation of fundraising programs in coordination with the Foundation.
- Assist host chapter in organizing the annual Trek and Annual Meeting.
- Implement Society programs as outlined in the Bylaws and in cooperation with committee chairs.
- Write, compose, and create the *Wyoming History News*.
- Assist in the development of the Society's quarterly journal, *Annals of Wyoming*.
- Write and submit press releases statewide to inform the public about Society programs.
- Collaborate with the Society's webmaster in maintaining updates to the Society's website.
- Collaborate with volunteers to best represent the Society's mission.
- Maintain and monitor the Society's social media presence.

Financial and Asset Management:

- Develop with the assistance of the Finance Committee the Society's annual budgets and long-term forecasts.
- Ensure that the operation of the Society and implementation of its programs are administered within budget guidelines.
- Develop, implement and lead programs to retain current and/or secure additional funding sources.
- Coordinate with the Society's accountants, the Secretary of State's Office, and the Internal Revenue Service.

Preferred Qualifications:

- Have a broad understanding of Wyoming history.
- Experience in management of multiple projects, events, and deadlines.
- Must possess strong oral and written communication skills.
- Must be able to collaborate with people from all walks of life.
- Experience is preferred in fundraising, marketing, and public relations.
- Demonstrated success using computers, Internet, email, QuickBooks, and social media.
- Demonstrated experience in implementation of special projects.
- Experience in supervising staff and contract employees.
- Knowledge of the Society and the Foundation.
- Ability to understand financial statements.
- Must possess a valid driver's license.

The job profile reflects typical job duties requisite knowledge, skills and abilities for this position and is not intended to be all-encompassing. Other duties and responsibilities may be necessary based on future needs.

Please email a cover letter with your resume and three references to:
linda@wysht.org no later than June 1, 2023.