

ANNOUNCEMENT (four pages)

Executive Director, Historical Society of Dauphin County, Harrisburg, Pennsylvania

INTRODUCTION

The Historical Society of Dauphin County (HSDC) (www.dauphincountyhistory.org) was founded in 1869 at Harrisburg, Pennsylvania, the capital city of the Commonwealth of Pennsylvania with a population of about 50,000. The metropolitan area is home to about 550,000. Early programs and displays were offered in the 1860 County Courthouse. In 1906, a prominent Harrisburg family donated its Front Street home to the Society as its headquarters. Here the Society remained until 1941, when the heirs of 19th century businessman and politician Simon Cameron gave to the Society their home, built by early settler John Harris, one of the city's founders.

The mission of the HSDC is to collect, preserve, exhibit, publish, and promote interest in the history of Dauphin County for the benefit of the public.

HSDC ADMINISTERS THREE MAIN PROGRAMS:

John Harris-Simon Cameron Mansion



The Georgian-style vernacular stone house was built c. 1766 by John Harris, Jr., whose father was an early settler in the region. Both father and son were tavern-keepers, traders, and ferry operators. The house passed out of the Harris family in the early 19th century, when it served as a home for a distinguished citizen of the city and later as the Pennsylvania Female College. In 1863, Simon Cameron, Lincoln's first Secretary of War and former Ambassador to Russia, purchased the house and transformed it into the Victorian home we see today. The house is a

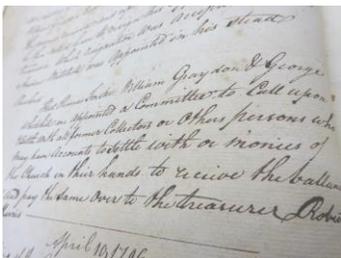
National Historic Landmark and is used for public and private events, programs, tours, and exhibitions of collections (which number approximately 15,000 items). In recent years nearly \$500,000 has been raised and expended on extensive exterior (and some interior) restoration. In 2016 the 250th anniversary of the house was celebrated through numerous programs and events centering on the settlement known as Harris' Ferry.

Alexander Family Research Library



The library, housed with the archives in an adapted 1890 brick stable adjacent to the mansion, contains 3,700 books on local history and genealogical data related to Dauphin County. All sorts of encyclopedias, community histories, genealogies, church, marriage, and death information are found here, as well as Civil War regimental histories, and books relating to Native Americans, transportation history, and local buildings and businesses. The library is open to members and the general public four days a week and two Sundays a month.

Archives



The archives, growing for over 130 years, contains 20,000 items in collections of historical records of individuals and families, businesses, agencies, organizations, institutions, schools, churches, military units, and other entities located in Dauphin County. The photo archives contains more than one million images dating from the 1850s to the present, including collections from prominent families and photographers, and the Allied Pix newspaper collection of 1952-1994. The archives is overseen by the curator of archives and collections.

HSDC publishes a quarterly newsletter, *The Oracle*. It maintains a newly-designed website, still a work in progress. It makes use of social media such as Facebook and Constant Contact and looks to expand further. It has a number of printed items and photos for sale through its Web site, including a monumental tome, *Building Harrisburg: The Architects and Builders, 1719-1941*, by the staff librarian.

Currently the staff of the Society consists of the Executive Director; the curator of archives and collections; the research librarian; the office manager; and two "occasional workers," a docent and a maintenance person. There is a small but growing corps of dedicated volunteers.

THE EXECUTIVE DIRECTOR is the senior staff member of the Society and is responsible for the overall operation and management of the Society, in accordance with its mission statement. The Executive Director reports to the Board of Trustees and is under the direct supervision of the President.

QUALIFICATIONS

The successful candidate shall:

- hold a Bachelor's degree (Master's preferred), in the field of museum or non-profit management; museum studies; history; or historic preservation.
- demonstrate a record of success in cultivating fundraising relationships within the community (include direct and face-to-face solicitation with corporate and individual donors) and success in obtaining grants from the Society's traditional sources and, most importantly, *new* sources.
- show experience in successful leadership within a non-profit historical or cultural organization.
- show evidence of excellent organizational, administrative, planning, and financial management skills, and experience in the supervision and evaluation of employees.
- demonstrate skills in recruiting, maintaining, and directing volunteers.
- show an ability to work closely with Board members.

Specific duties include the following:

Fundraising

- Develops and nurtures relationships with key donors, both corporate and individual, whose interest is in fulfilling the mission of the society.
- Applies for grants from federal, state, and county governments; the business community; foundations, trusts, and individuals.
- Coordinates and facilitates fundraising events and sponsor outreach with appropriate Board committees.
- Facilitates membership outreach and development.

Financial

- Prepares a draft annual budget (approaching \$200,000 *per annum*) for Finance Committee and Board approval.
- Oversees/approves expenditures to ensure fiscal controls and stability.

- Processes and records all income and expenses, pays invoices and makes bank deposits.
- Reconciles bank accounts monthly.
- Assures that restricted funds are processed and expensed as directed.
- Prepares payroll and employee tax forms, files reports for and pays all monthly, quarterly and annual federal, state and local taxes.
- Updates and maintains the internal accounting system and fiscal records.
- Manages funds received and files necessary fiscal and program reports for grants.
- Arranges for and facilitates an annual financial audit by a Board-selected firm.

Building and Grounds

- Arranges for maintenance of and improvements to all property and grounds, systems, services, and utilities.
- Works with the Facilities Committee and the Board to assure preservation of the mansion, library building, garage, and off-site storage building.

Board of Trustees

- Schedules Executive Committee and Board meetings in concert with Board leadership.
- Prepares draft Board meeting agendas for review and approval by the Executive Committee.
- Assures Board meeting minutes and appropriate materials and reports are provided to Board members prior to or at Board meetings.
- Attends monthly Board meetings and provides status/committee reports as needed.
- Works with the Board in the maintenance of a viable strategic plan and appropriate policies and procedures.
- Supports the Board members in carrying out their responsibilities.
- Administers the policies and directives of the Board of Trustees.
- Serves as *ex officio* member of all Board committees.

Other

- May represent the Society before fundraising panels and at outside functions.
- Attends or assures staff representation at Society events and programs.
- May serve as the Society liaison to other community and history-based organizations.
- Supports the development and distribution of the HSDC publications and information pieces.
- Works with Board committees to facilitate and assure the success of Society education programs and mission-based events.
- Oversees the mansion rental and tour program in association with the office manager.
- Assures the media is informed of Society activities and may act as the chief spokesperson to the media as required.
- Supervises all employees, currently numbering three part-time and two casual workers.
- Assures adequate staffing and works with staff members who manage the library, archives, and collections to ensure operations are consistent with the Society's mission.
- Facilitates efforts to recruit and maintain volunteer activity.
- Other duties as assigned by the Board of Trustees.

Salary is commensurate with experience, within the range of \$35,000 to \$40,000. Hours are flexible, depending on the needs of the organization.

Interested candidates should send in an e-mail to societydirectorsearch@hotmail.com the following:

- 1.) a letter of interest explaining what it is about the position that fires the imagination;
- 2.) a current résumé;
- 3.) contact information for the applicant *and* for four references.

Documents attached must be in Microsoft Word or PDF formats.

Applications will be considered until the position is filled. No phone calls or drop-ins will be accepted.

Thank you for your interest.

◆ END OF ANNOUNCEMENT ◆