

Job Announcement  
Executive Director  
Grand County Historical Association  
Grand County, Colorado

Introduction

The Grand County Historical Association (GCHA), located in the spectacular setting of Grand County Colorado, seeks applications for the position of Executive Director. The applicant should have a passion for Colorado history and be able to develop and lead a team of employees and volunteers in fulfilling our mission of preserving and fostering an appreciation for the rich history of Grand County. The ideal candidate will have a background in museum management, business management, and organizational leadership as well as strong interpersonal skills.

Since 1974 the Grand County Historical Association, a 501(c)(3) nonprofit, member based organization, has been serving as the repository of the record of Grand County's cultural history. We believe an understanding of our shared history strengthens our community's sense of place and connection to our cultural roots. Through educational programs and exhibits in our four museums located in Fraser, Granby, Hot Sulphur Springs, and Kremmling we endeavor to tell the story of the people and events that have shaped the history and culture of Grand County. With our extensive collection of more than 10,000 historic photos, manuscripts, pioneer family histories, newspaper collection dating to the late 1800s, family records, and numerous artifacts, we serve as a resource for students, university professionals and amateur historians researching topics related to Colorado history.

With a ten-member board of directors, we operate with a staff of two full time and several part time employees along with a large cadre of volunteers. We have strong community support and involvement with our programs. We currently have approximately 350 members. Partnerships with the local art community have brought increased museum visitation and appreciation for our mission. Through the Grand County Heritage Coalition, we collaborate with other history based organizations. Income to support our operations largely come from admissions, membership dues, corporate sponsorships, donations, grants, gift shop and book sales, fundraising events and dividends from a small endowment fund.

Further information about GCHA can be found at our website: <http://grandcountyhistory.org/> and on Facebook.

## Job Description

The Executive Director is the key management leader of the Grand County Historical Association. They are responsible for overseeing the administration, programs, and strategic plan of the organization and ensuring appropriate museum and historic preservation policies and principles are followed. Other key duties include team building, staff supervision, budget development and management, financial oversight, fundraising, marketing, publicity, and community outreach. Duties also include managing financial accounts, regularly entering accounting data into QuickBooks, preparing monthly and quarterly reports, ordering books and items for the gift shops, issuing and processing membership renewal notices and other routine office and administrative tasks.

This is a 12 month, full time, salaried position. Work schedule and location are flexible with a minimum requirement of 32 hours per week. Salary, beginning at \$42,000, is negotiable depending on previous experience.

## Qualifications

Minimum qualifications: Bachelor's degree in museum or history studies or business management degree with minor in history/museum studies. Two years' experience with non-profit organization.

Desired skills and experience: non-profit leadership, team building, museum management, historic preservation, educational program development, fundraising, supervision, strategic planning, budget development, QuickBooks, Excel, Past Perfect and other database management, marketing, and social media.

## How to apply

To apply, submit a letter of interest, resumé, and contact information for three to five professional references. Applicants are encouraged to apply by August 31, 2017, but applications will be accepted until the position is filled.

Submit applications to:

Grand County Historical Association  
Attn: Personnel Committee  
P.O. Box 165  
Hot Sulphur Springs, CO 80451