

# The Niagara History Center (Niagara County Historical Society) is seeking a qualified person to serve as its Executive Director.

Compensation includes annual salary in the range of \$40,000 to \$45,000, employer-paid health insurance, and paid vacation. Qualifications and responsibilities are listed below. Interested persons must submit a letter of application and resume with references to:  
Personnel Committee, Niagara History Center, 215 Niagara Street, Lockport, NY 14094  
or by email to: [info@niagarahistory.org](mailto:info@niagarahistory.org).

## Minimum Qualifications

### **Education**

Bachelor's or Master's Degree (preferred) in Museum Studies, History, Non-profit Management, or Business Management

### **Experience**

Three years management with a non-profit organization  
Knowledge of Microsoft Office (Word, Excel, Publisher, PowerPoint)  
Familiarity with Quick Books entry and reports  
Proven fundraising experience

### **Work Environment**

Office – shared work space  
Hours require flexibility based on events and staffing needs

## Duties and responsibilities include, but are not limited to:

### **Strategic Leadership**

Establish long-term planning for the maintenance/preservation of all NHC buildings and facilities

### **Board Relations**

Participate in Board meetings; create agendas, prepare staff reports, attend Board and Board committee meetings

### **Financial Management & Fundraising**

Prepare grant applications and manage grant projects in partnership with staff

**Human Resources & Administration**

Set staff performance standards; create annual goals; conduct annual staff evaluations; maintain personnel records

**Community Relations**

Represent the NHC and advocate its mission to external stakeholders and audiences

**Exhibitions & Education**

Create and maintain standards of excellence for all museum collections, exhibitions, and education efforts

**Membership & Communications**

Design and oversee an ongoing membership recruitment and retention program

**Research & Analysis**

Develop a program to share results of research and analysis by staff and volunteers