

EXECUTIVE DIRECTOR

Gillespie County Historical Society, 501(c)3 non-profit (dba The Pioneer Museum)

Fredericksburg, Texas, USA

Salary: \$60,000 - \$70,000, Full-Time

Please submit a resume by email: info@pioneermuseum.net, or mail to 325 West Main Street, Fredericksburg, Texas 78624

Phone: (830) 990-8441

Pioneer Museum Website: pioneermuseum.net

The Gillespie County Historical Society (GCHS) is seeking an Executive Director as its leader and primary representative. The Society's activities center around the Pioneer Museum and Marktplatz's iconic Verein Kirche, which GCHS owns and manages. The Pioneer Museum is a 3+ acre complex of historic buildings, artifacts, and archives interpreting the story of the 1840's German colonization of the Texas Hill Country and the immigrant German founders of Fredericksburg. Both the Verein Kirche building, and Pioneer Museum are located in the heart of this popular tourist destination town. Approximately 36,000 people visited the Pioneer Museum in 2019. The Gillespie County Historical Society was chartered in 1935. It has a \$650,000 annual operating budget, with a 14 member Board of Directors, and three full-time and eleven part-time employees. The Museum staff has committed itself to achieving the goal of American Alliance of Museums' accreditation. In this endeavor, we are in the 3rd, and final, phase of the application process, and recently submitted the self-study component.

Roles and Responsibilities:

- Supervise the day-to-day functioning and operations of the Museum and staff
- Prepare and oversee the annual Budget
- Promote the Pioneer Museum's growth and programs
- Direct and participate in fundraising, and donor relationship cultivation
- Direct and facilitate Grant Writing
- Represent our organization in the community, and work closely with City, County, and other civic leaders
- Oversee and direct the strategic plan as approved by the Board of Directors
- Directly report to the Board of Directors for the proper administration of all policies and operations of the Museum

Qualifications and Education Requirements:

- Bachelors' Degree in Museum Studies, Public History, or a related field
- A minimum of four years in museums or a related non-profit field
- Public relations and communication skills
- Demonstrated effective supervisory skills
- Proficiency in technology applications and social media skills
- Enthusiastic leadership style which builds team cohesiveness

Qualifications and Education Advantages:

- Successful senior level administration experience
- Grant writing experience and success
- Highly proficient in Donor Management and non-profit bookkeeping software, and social media campaigns
- Masters degree in a related field
- Engaging personality, one that leaves a positive impression