

## The Kenilworth Historical Society

Position Title: Executive Director  
Reports to: President of the Board  
Supervises: Curator, Support Staff, and volunteers  
Position Term: Part-time, permanent

### Essential Job Functions:

- Manages daily operations of Society headquarters including administrative and facility responsibilities
- Hires, supervises, evaluates, and directs all paid staff to ensure effective and efficient delivery of services
- Recruits, trains, and manages Society volunteers
- With Board, defines and implements Society's short- and long-range goals
- Represents Society to community, schools, professional organizations, and media
- Responsible for internal and external communications, including newsletter, website, and other publications
- Manages Membership Drive, updates membership database, and prepares membership reports for Board
- With Special Events Committee, develops events for members and the public, and assists with program logistics
- Works with the Development Committee to develop a fundraising plan
- Leads fundraising efforts including Annual Appeal and grant writing
- Works with the Treasurer to develop the annual budget
- Prepares payroll for the Treasurer
- Notifies Board of accessioning and de-accessioning of items from the Society's collection, which have been determined by the Curator.
- Other duties as they arise or as they are assigned

### Position Requirements:

- Bachelor's degree required; Master's degree preferred
- Extensive non-profit experience, preferably in museums or community organizations
- Management experience
- Experience working with Boards and volunteers
- Experience with fundraising and grant writing
- Strong written and verbal communication skills
- Strong computer skills, including Microsoft Office
- Ability to juggle multiple projects and deadlines

For further information or to apply, please contact Kenilworth Historical Society President Carol Schulz at 847-251-2565, or [kenilworthhistory@sbcglobal.net](mailto:kenilworthhistory@sbcglobal.net)