



Stanwood Area Historical Society

P.O. Box 69 • 27108 102nd Ave NW • Stanwood, WA 98292
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Stanwood Area Historical Society Employment Opportunity -- Cultural Center Director

Mission: "The Stanwood Area Historical Society mission is to discover, preserve, and display materials to establish, illustrate, and interpret the economic, social, and cultural heritage of the greater Stanwood area, including if financially possible and appropriate, historic sites and properties."

Position Description:

The Stanwood Area Historical Society (SAHS) collects artifacts, preserves and interprets the heritage of Stanwood, Camano Island and the surrounding rural communities. The Society is located in the historic west end of Stanwood, Washington in Snohomish County one hour north of Seattle. It owns and manages the D. O. Pearson House Museum, Floyd Norgaard Cultural Center, and the Eldridge Center. The Floyd Norgaard Cultural Center is actively used for both community events and is a venue for family, business and community organization meetings and activities.

The Cultural Center Director serves as the executive director primarily responsible for the daily business management and operations, overseeing volunteer and fundraising activities.

Responsibilities and Duties

- Oversee the financial management of SAHS accounts and complete payroll in coordination with bookkeeper.
- Prepare an annual budget for approval by the Trustees and work with Trustees to increase revenue and manage a balanced budget.
- Lead and administer fundraising efforts in collaboration with Trustees and committees.
- Research and write grants to help support and promote heritage activities.
- Work with Trustees and committees to develop programming, outreach (print and electronic) and facilitate our FNCC hall rentals.
- Prepare reports for the Board of Trustees to include membership and donation data, and visitor attendance statistics.
- Recruit and coordinate employees and volunteers to staff our historic buildings and provide heritage related research assistance, exhibits and collections management.

- Enhance the community visibility through the marketing of cultural center and heritage related events and programs using social media, the website, email, mailing, prepare press releases
- Develop greater community relations with local organizations through partnerships and regular communications with community organizations and local governance,
- Other duties in collaboration with Board of Trustees as needed such as COVID 19 policies.

Qualifications

- Management experience with progressive leadership responsibility and staff supervision experience is preferred.
- Strong computer skills with a working knowledge of Quickbooks, Microsoft Office, database software, website development and the various social media platforms.
- Bachelor's degree preferred in business, non-profit or financial administration, and history related fields.
- Professional experience and skills in fundraising and community outreach.
- Experience with heritage organizations or historic preservation, museum, or other heritage related groups preferred.
- Available to work weekends and evenings as needed.
- Valid driver's license.

Salary and work schedule to be negotiated.

Position open until filled. To apply please send your resume and attach a letter of interest to:

President
 Stanwood Area Historical Society
 P.O.Box 69
 Stanwood, WA 98292
 info@sahs-fncc.org

SAHS is a 501c3 Non profit organization. Position posted 5/24/2021