

**Floyd County Historical Society
Museum Director
Job Description**

Position: Museum Director

Reports to: Museum Board of Directors

Job Type: Full-Time

Work Schedule: 40 hours per week. Tuesday-Saturday. May include evenings and weekends to correspond with hours of operations and programs.

Salary: \$40,000-\$45,000 commensurate with education and experience, plus health insurance stipend

Position Description:

Floyd County Historical Society and Museum, located in Charles City, Iowa, seeks a Museum Director who will conduct the general operation and administration of the Museum, focusing on its financial efforts, as well as oversee its collections, programs, and marketing.

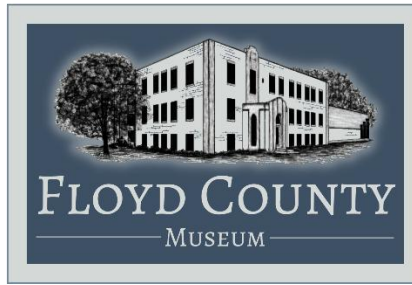
Organizational Profile:

The mission of the Floyd County Historical Society is to keep alive an active interest in Floyd County history by collecting, preserving, and interpreting materials relating to Floyd County.

The Floyd County Historical Society and Museum, operating as the Floyd County Museum, is a 501(c)3 non-profit. Organized in 1953, the Society is governed by a Board of Directors with daily museum operations carried out by two paid staff members. The Museum serves the immediate community of Floyd County and visitors to our area.

The Historical Society is the largest repository for Hart-Parr, Oliver, White, and Minneapolis-Moline farm equipment archives. As such, a significant amount of time is spent promoting, marketing, and reproducing manuals, tractor build sheets, blueprints, photographs, service bulletins, and on research of these archives.

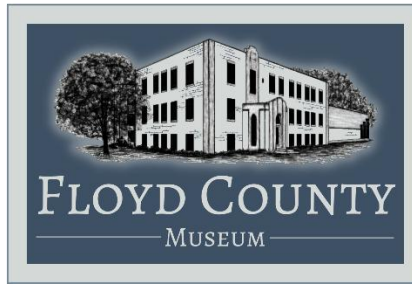
Floyd County Historical Society and Museum
500 Gilbert St., Charles City, IA 50616
641-228-1099
fcmiowa@gmail.com
www.floydcountymuseum.org



Responsibilities and Duties:

- Manage the Museum's operations, including development, education, public programs, finances, exhibits, and collections.
- Work collaboratively with the Board of Directors to progress the museum forward.
- Supervise staff, volunteers, and interns. Responsible for the hiring, training, and termination.
- Manage partnerships with professional organizations, other nonprofits, and foster opportunities for future collaborations.
- Act as museum liaison with Silos and Smokestacks National Heritage Area, Charles City Chamber of Commerce Tourism Committee, Charles City Historic Preservation Commission, North Iowa Area Community College, and various farm equipment collectors associations.
- Foster a strong volunteer base and efficiently coordinate volunteer labor.
- Manage museum budget, complete monthly profit & loss reports, pay bills, report expenses, and other financial management duties as needed
- Oversee public relations, marketing, and fundraising campaigns.
- Apply for grants to support museum operations, programs, and capital improvement projects.
- Engage with and cultivate relationships with major individual, foundation, and corporate donors.
- Organize monthly, quarterly, and annual events such as guest speaker programs, children's events, and the annual summer event, Heritage Fest
- Ensure museum is following museum best practices and standards.
- Oversee promotion, marketing, and selling of Tractor Archival materials as well as collaborations with the many organizations that continue to promote and preserve the various farm equipment companies.
- Must be able to lift items weighing up to 25lbs regularly.
- Manage museum social media accounts (Facebook and Instagram) and website (WordPress site hosted by Bluehost).

Floyd County Historical Society and Museum
500 Gilbert St., Charles City, IA 50616
641-228-1099
fcmiowa@gmail.com
www.floydcountymuseum.org



Qualifications:

Minimum Requirements:

- Grant writing experience and knowledge of fundraising strategies and donor relations unique to the nonprofit sector and ability to implement these strategies.
- Bachelors Degree in Non-profit Management, History, Museum studies or related field. Or equivalent experience.
- Not-for-Profit Accounting aptitude and solid, hands-on, budget management skills, including budget preparation, analysis, decision-making, and reporting.
- An equivalent combination of education, training, and experience would be considered by the Search Committee.

Preferred Skills:

- Demonstrated success in fundraising, grant writing, and crafting public and private partnerships; including the ability to communicate an organization's mission to donors, volunteers, and the overall community.
- Demonstrated ability to oversee and collaborate with staff and volunteers.
- Experience in website, marketing, and social media management and a demonstrated ability to use social media and WordPress effectively.
- Knowledge of current copyright policies and procedures.

How to Apply:

Email a resume and cover letter to deantjaden@gmail.com

Please place "Museum Director Job Opening" in the subject line.

Phone: 641-330-1097, Dean Tjaden, Interim President, Board of Directors

<https://floydcountymuseum.org>

Floyd County Historical Society and Museum
500 Gilbert St., Charles City, IA 50616
641-228-1099
fcmiowa@gmail.com
www.floydcountymuseum.org