



Executive Director Job Description

About the San Francisco Historical Society:

The San Francisco Historical Society exists to uncover, preserve, and present, in engaging ways, the colorful and diverse history of our city from its earliest days to the present.

We engage residents, visitors, and the next generation of history enthusiasts in exploring how San Francisco's history has shaped its unique identity. We do this through history programs, walking tours, publications, mobile history apps, special events and exhibits, and ongoing collaborations with other local history groups and cultural institutions. Our museum and event space is located at the epicenter of old San Francisco, on the site of the city's first branch mint at 608 Commercial Street.

Position Summary:

We are looking for a new Executive Director. This person will be a creative thinker, leader, and partnership builder. They will have a passion and ability to grow and scale the organization by leveraging their problem solving skills and entrepreneurial thinking and approach. Reporting to the Board of Directors, the Executive Director is responsible for the San Francisco Historical Society's consistent and effective achievement of its mission and financial objectives, and for the leadership and management of the organization according to the policies established by the Board of Directors. Responsibilities include Human Resources, Operations, Strategic Planning, Fundraising, and Marketing and Outreach.

Current Priorities:

- Partner with the Board of Directors to execute a plan to grow and scale the society in membership and funding in the next 3-5 years.
- Generate additional revenue
- Enhance visitors' experience
- Deepen academic and community partnerships

Job Qualifications:

- Passion for San Francisco history and appreciation of all communities in San

Francisco

- Ability to provide strong leadership, vision and strategic direction

At least five (5) years of full-time experience working in an executive-level management position

- Coordinate and spearhead fundraising initiatives.
- Proficient ambassador engaging with diverse communities, including government officials and corporate CEOs.
- Strong interpersonal skills and exceptional communication abilities, both orally and in writing, with expertise in public speaking and presentations.
- Demonstrated ability to fundraise and expand private and public grant funding opportunities
- Understanding of how to expand a donor base and retain current donors
- Demonstrated knowledge of standards and best practices for the operation and financial management of museums, cultural/educational non-profits, or similar organizations.
- A history of involvement and creating partnerships in relevant professional organizations, and/or local education institutions with educators
- Proven ability to work cooperatively, diplomatically, and effectively with Boards and volunteers as well as in community relations and outreach capacities
- Committed to uphold the organization's values of Respect, Integrity, Collaboration, and Service
- Bachelor's degree

Additional desired qualifications:

- Familiarity with Bloomerang or similar CRM and QuickBooks software
- Previous experience with museums and/or historical societies
- A degree in history, museum studies, anthropology, or another related field

Annual Salary: \$130K - \$170K based on experience. This is a full-time salaried position with paid time off.

To Apply:

Please submit a resume and cover letter detailing education and experience to Board President - Tom Owens at exdirsearchsfhs@gmail.com.

The San Francisco Historical Society is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.