



## EXECUTIVE DIRECTOR SEARCH

The Board of Directors of the Castine Historical Society seeks an energetic leader and historian who can share our passion for Castine and its rich history—a leader who is ready to grow and promote the organization as we work together to build partnerships, engage the community, and preserve and share Castine’s unique and significant history.

### Background and Overview

The Castine Historical Society (CHS) serves as a window into the town’s extraordinary past. Through exhibitions, art shows, lectures, house and garden tours, historic reenactments, and guided walking tours, the Historical Society reveals the historic treasures still present throughout Castine. It also draws upon its archives of thousands of items ranging from diaries and photographs to paintings and cannonballs to bring to life the history of its community, New England, and the United States.

Located in two historic buildings on Castine, Maine’s Town Common, the Castine Historical Society is a 501(c)(3) nonprofit organization dedicated to engaging residents and visitors of all ages in the exploration of Castine’s diverse historical resources. The Abbott School building, used by the Eastern State Normal School from 1867 to 1873 and the Castine High School until 1961, now houses permanent and seasonal exhibits and a community meeting space. In 2008, CHS purchased and carefully restored the Grindle House, a mid-19<sup>th</sup> century, three-story home of the Greek Revival style which now serves as the research center and archival storage for the Society’s historical collections.

Governed by an active volunteer board of 15 members, and guided by a strategic plan that was completed in 2016, CHS is ready to welcome its first Executive Director. CHS has an endowment currently valued at \$5.4 million, a 2017 budget of approximately \$270,000, and employs a full-time curator and a part-time administrative assistant to support the engagement of an active corps of volunteer docents, guides, and event volunteers. Additional information about CHS is available at: [www.castinehistoricalsociety.org](http://www.castinehistoricalsociety.org)

Located at the head of Penobscot Bay and near the Blue Hill Peninsula, Castine is arguably one of the most beautiful New England villages on the Maine coast. Home to Maine Maritime Academy, Castine sits on a deep water harbor that leads to some of the best saltwater sailing in the world. For additional details about Castine and the surrounding area, go to: [www.visitcastine.com](http://www.visitcastine.com).

## **Priorities for the future**

The Executive Director will work closely with the Board of Directors to implement the overall strategic plan, promote growth of the organization, and create community partnerships. The Executive Director will oversee day-to-day operations to ensure quality of services and cost effective management of all resources. Duties include donor development, fundraising, grant-writing, community outreach, and management of a full-time Curator of Collections and Exhibitions, a part-time administrative assistant, and a dedicated group of volunteers.

As we look to the future, we are seeking an Executive Director who can work with the Board, staff, volunteers and partners to accomplish the following:

- Advance the mission through the development and expansion of partnerships, skilled community relations and community engagement
- Develop new and expanded earned revenue strategies/sources
- Maximize utilization of the facilities
- Expand and enhance marketing materials and information that promotes the work and programs, with the goal of expanding CHS membership and participation
- Develop and cultivate new donors and implement fundraising strategies and events that engage the board and its committees to further secure CHS's long-term sustainability
- Develop, deliver and market quality education programs, special events, and visitor services, including school group tours, walking tours , bus tours, lectures and special events
- Maximize the human resources of the organization, including the successful management of volunteers

## **Position Requirements**

To lead the Castine Historical Society will require a unique set of skills, abilities, and experience. We are anticipating that the successful candidate will have:

- BA/BS required, with a Master's degree preferred
- Educational background and/or experience with history museums, historical societies, libraries or archives
- Proven administrative experience, ideally in a historical society or museum setting
- The highest level of recommendations from references and peers

As the CHS board considers candidates, the following have been identified as priorities:

- Enthusiasm for history—our community's history—and excitement about working with a diverse group of constituents to preserve and share that unique history with others
- A skilled and confident communicator who is prepared to engage actively in the community and develop essential relationships
- Prior experience in hands-on fundraising, stewardship, donor relations, and volunteer management

- Demonstrated ability to work collaboratively with board, staff, volunteers and the community to achieve shared goals
- Bring creativity and imagination to the development of events, fundraising, programming, and communications
- Experience in using technology and social media to advance the organization's mission
- Comfort with budgeting and the details of financial management

## **Compensation**

The salary range is commensurate with experience and includes paid vacation time.

This position reports directly to the CHS Board of Directors. The successful candidate can expect a formal review after six months, as well as an annual review.

## **To Apply**

Interested candidates should submit a cover letter and résumé to Starboard Leadership Consulting at the following address [search1@starboardleadership.com](mailto:search1@starboardleadership.com). The cover letter and résumé should contain detailed information concerning work experience, past successes, leadership experience, qualifications, and fundraising capabilities. Please be prepared to provide contact information for professional references upon request.

Paper copies may be sent to Lisa Belyea, Starboard Leadership Consulting, 84 Harlow St., Bangor, ME 04401, but **electronic submission of materials is preferred**. No phone inquiries, please. Review of applications will begin on July 10.