

Executive Director Job Description

Our Mission: The Rainier Valley Historical Society's mission is to collect, preserve, exhibit, and interpret the history and heritage of the Rainier Valley and its people, and to promote public involvement in and appreciation of its history and culture. Our geographic boundaries are from Dearborn Street on the north to the city limits on the south, and from the I-5 freeway to Lake Washington.

Our Goals:

- Research, document, and preserve the history of Rainier Valley.
- Develop knowledge and understanding of the multi-ethnic history of the area.
- Foster pride in Rainier Valley's unique heritage, especially among young people.
- Maintain and add to our permanent archive of oral histories, photographs, documents, and artifacts relating to the Rainier Valley.

Membership is open to anyone, resident or not, that has an interest in Rainier Valley's history. Please see our website: www.rainiervalleyhistory.org for more information.

Job Summary: The Executive Director is ultimately responsible for the general continuing operations of the organization. However, many of the duties listed below are handled by volunteers, including the Board of Directors, with limited assistance of the ED. The ED staffs our Columbia City office 3 days per week for a minimum of 3 hours each day. They are also allocated an additional 5 hours per week to provide community outreach and programs, research and coordinate volunteers. This is a part time, salaried position paying \$1,122 per month (averaging 14 hour per week)

Executive Director - Job Responsibilities:

- a. Staff office 3 days per week, 3 hours each day
- b. Write & manage grants for projects & programs
- c. Design & produce exhibits for office window, elsewhere
- d. Develop new exhibits, publications, public programs
- e. Maintain web site – calendar, org. info and update with new historical content
- f. Oversee slide shows, walking tours, other presentations in community – coordinate & train volunteers
- g. Research and write articles for local papers/blogs & RVHS newsletter
- h. Handle research requests from members, residents and researchers
- i. Oversee collections care
- j. Coordinate volunteers
- k. Organize & maintain office files
- l. Provide support to Budget Committee
- m. Write & manage operating grants
- n. Manage sales: Photo orders & merchandise
- o. Write/edit/layout brochures, other publications
- p. Oversee publicity for organization, events
- q. Liaison with other organizations (AKCHO, SHC, etc.)
- r. Support Board Pres. – plan agendas, etc.
- s. Update & maintain catalog database
- t. Annual Meeting coordination
- u. Oversee office and collections storage space issues
- v. Handle incoming mail, phone calls, e-mail
- w. Other duties as assigned

Qualifications:

- Degree in Museology (preferred)
- 2 Years experience working with and coordinating volunteers
- Proven Grant Writing skills
- Experience and comfort with creating and making presentations
- Interest in the history of Rainier Valley
- Computer skills: PowerPoint, Word, Outlook, and basic web updates
- Excellent communication and interpersonal skills, ability to build relationships with a wide range of members, volunteers, donors and residents
- Well organized with strong time management skills
- Ability to work independently exercising good judgment, decision making and problem solving skills
- Creative, personable and energetic team player

**Please submit your resume by January 18th to: cb_cox@hotmail.com or by mail to
Rainier Valley Historical Society
P.O. Box 18143
Seattle, WA 98118**