



February 2025

Job Title: Executive Director

Job Status: Full-time

Location: Chappaqua, New York

Salary: \$65,000 - \$70,000 (commensurate with experience)

Website: newcastlehs.org

Benefits:

- **Hours:** Full-time. On occasion, evening and weekend hours are required for events, meetings, and community engagements.
- **Health Benefits:** \$300/month health benefits stipend.
- **Paid Time Off:** Includes holidays, sick days, and 10 vacation days annually.

About the New Castle Historical Society: The New Castle Historical Society (NCHS) is a vibrant community organization operating from the historic summer home of Horace Greeley and dedicated to preserving and celebrating the rich history of New Castle, New York. By joining NCHS, you'll be part of a collaborative team working to engage the community through educational programs, exhibits, and events that highlight the unique heritage of Chappaqua and Millwood. Working at NCHS offers the opportunity to make a meaningful impact on preserving local history and fostering a deeper appreciation for our shared past.

Job Description: NCHS seeks an energetic and passionate Executive Director to lead its mission to discover, collect, preserve, and communicate the history of New Castle. As the public face of NCHS, the Director will serve as a spokesperson and build relationships with community members, donors, and partners. The ideal candidate will provide strategic leadership in programming, fundraising, and financial management while championing NCHS's mission and preserving the community's historical legacy.

Key Responsibilities:

- **Programming and Community Engagement:** Collaborate with the Collections Manager and Committees to develop educational programs, exhibits, and events.
- **Partnership Development:** Establish and maintain relationships with local organizations, civic leaders, and peer institutions to develop collaborative programs that support and expand NCHS's mission.
- **Collection Management:** Oversee the work of the Collection Manager to ensure the preservation, maintenance, and growth of the collection.
- **Board Engagement and Governance:** Partner with the Board of Trustees to create and implement policies aligned with NCHS's mission. Support effective governance and facilitate Committee and Board meetings.
- **Strategic Planning:** Collaborate with the Board to update and refine the Strategic Plan, setting new goals and initiatives to ensure the Society's continued growth and relevance.
- **Financial Oversight:** Oversee the financial health of NCHS, and work closely with the Treasurer, Finance Committee, and Bookkeeper to prepare financial reports, review budgets, and manage audits.

- **Fundraising and Development:** Work with the Development Committee to establish fundraising goals, track progress, and identify new opportunities for grants and major donations.
- **Membership Management:** Lead membership drives, manage records, and foster increased engagement among the membership base.
- **Facility Management:** Oversee the maintenance and preservation of the Horace Greeley House Museum and its grounds.

Qualifications:

- Bachelor's degree with work experience sufficient to the position; degree in Museum Studies or nonprofit management a plus.
- Proven experience in fundraising, grant writing, budget management, and staff oversight.
- Excellent communication, organizational, and strategic planning skills.
- Demonstrated ability to work within Microsoft 365 and understand database management, mail-merge, and website management.

Staff Leadership:

- **Executive Director (FT):** Reports to the President and Vice President of the Board
- **Collection Manager (P/T):** Reports to the Executive Director
- **Collection Assistants 2 (P/T):** Report to the Collections Manager
- **Bookkeeper (P/T):** Reports to the Executive Director

How to Apply: If you are enthusiastic about local history and have the leadership skills to take the New Castle Historical Society to the next level, we encourage you to apply. Please submit your resume and cover letter to edapplications@newcastlehs.org. Applications will be reviewed on a rolling basis.

The New Castle Historical Society is an equal opportunity employer, committed to fostering a diverse and inclusive workplace.