

Executive Director – Edina Historical Society

Location: 4711 W. 70th Street, Edina, MN 55435

Status: Part-time (Up to 30 hours a week)

Application Deadline: Open until filled

About the Edina Historical Society (EHS)

Founded in 1969, the Edina Historical Society is dedicated to preserving and sharing the rich history of Edina—from its early days as a milling village to its vibrant present. Through exhibits, educational programs, and community events at the Edina History Museum, Historic Cahill School, and the 1879 Minnehaha Grange Hall, EHS connects people to the stories that shape our city.

Position Summary

The Executive Director is the chief administrator of EHS, responsible for strategic leadership, operational oversight, financial management, and community engagement. Reporting to the Board of Directors, the Executive Director ensures the organization fulfills its mission while fostering innovation, inclusion, and sustainability.

Key Responsibilities

Leadership & Strategy

- Collaborate with the Board to develop and implement strategic plans.
- Lead organizational growth, including membership, programming, and partnerships.
- Serve as the public face of EHS, building relationships with community leaders, schools, and cultural institutions.

Operations & Staff Management

- Hire and supervise staff, contractors, interns, and volunteers; foster a collaborative and inclusive work culture.
- Develop and implement operational policies and procedures.
- Oversee daily operations at all EHS sites.

Financial Management

- Develop and manage the annual budget in collaboration with the Treasurer.
- Lead fundraising efforts, including donor cultivation, grant writing, and sponsorships.
- Joint accountability with Treasurer to ensure accurate financial reporting and compliance.

Programs, Exhibits, and Collections

- Oversee the development and delivery of engaging, inclusive, and educational programs and exhibits.
- Overseeing collections and curator.
- Evaluate program effectiveness and community impact.

Communications & Outreach

- Lead marketing and communications efforts, including newsletters, press releases, and social media.
- Manage EHS website and digital presence.
- Promote EHS events and initiatives to diverse audiences.

Qualifications

Required

- Proven experience in nonprofit or cultural organizations.
- Leadership experience.
- Strong project management and organizational skills.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office.
- Passion for local history and community engagement.
- Availability for evening/weekend events.

Preferred

- Bachelor's degree in history, museum management, nonprofit management, business, or related field.
- Experience with museum operations, collections management, or public history.
- Familiarity with Edina and Minnesota history.
- Experience with initiatives in diversity and equity in a historical context.
- Basic accounting and business acumen.
- Proficiency with digital tools (e.g., Canva, Mailchimp, Collective Access, Springly).

Compensation

- \$20-\$25/hr commensurate with experience.
- Paid holidays.
- Up to 30 hours a week.
- Flexible scheduling available.
- Professional development opportunities.

To Apply

Please submit a cover letter, resume, and references to:

 execdirectorehs@gmail.com