



Organization: Greenbrier Historical Society
Position: Executive Director
Location: Lewisburg, WV
Job Type: Full Time
Minimum Education: B.A Required, M.A. Preferred, history or museum field preferred
Minimum Experience: 2 Years in historical society, public museum, or non-profit setting
Salary: \$55-65,000 with an annual review cycle
Benefits: Greenbrier Historical Society does not provide health or retirement benefits, but does provide sickness, bereavement, and vacation leave
Interview/Hiring: **The position is open immediately upon posting, continuing until filled.**
Submit statement of interest, full curriculum vita, and three references to Dr. Kim A. McBride, GHS Vice President and Search Committee Chair, email to kim.mcbride@uky.edu

Organization Overview:

The Greenbrier Historical Society (GHS) was founded in 1963 and is a non-profit whose mission is to share the diverse history and culture of Greenbrier Valley. Properties of the Greenbrier Historical Society include the North House Museum and Archives, the 1834 Supreme Court of Appeals of Va Law Library and Study and 1835 Rhoda's House (enslaved quarters) buildings, the Barracks (all in Lewisburg, WV) and the Blue Sulphur Springs Pavilion (near Alderson, WV). For more details see www.greenbrierhistorical.org.

Position Overview:

The Executive Director reports to the Board of Directors and is responsible for managing the daily operations of the Society, and application of the Society's policies, procedures and strategic plans. The Director oversees staff (currently three full-time, two part-time, and two AmeriCorps) and volunteers, develops and implements exhibits and programs, oversees publications, and represents the Society in the greater regional community, including collaboration with other non-profits and organizations. The Executive Director works in close coordination with an active Board of Directors who meet monthly.

Key Experience and Skills: Leadership, Communication, Project & Property Management, Personnel Management, Grant Writing & Implementation, Exhibit & Program Development, Membership Growth & Management, Event Planning/Marketing, Financial Management, and Strategic Planning.

Technical Skills: Proficiency (or sufficient familiarity to direct staff) in programs such as MS Office, Google Suites, Past Perfect, Little Green Light (or other donor management software), QuickBooks, MailChimp, website and graphic design software; exhibit design; journal and newsletter production.

Onboarding and Probationary Period: The GHS will provide orientation and priorities/expectations for a 90 day probationary period, with review and feedback at 30, 60 and 90 days.