



Job Description for CWH Director

Centerville-Washington History was established in 1966 and is a non-profit organization in the heart of Centerville, Ohio. CWH operates three museums and one research and archive center. The mission of CWH is to connect the community to its heritage by collecting, preserving, interpreting, and promoting the history of

our local area. **The Director must have a passion for history and willingness to be involved in all aspects of the Centerville and Washington Township community.** Core museum hours are 12:00-4:00 Tues-Fri., with the Director typically working 20-25 hours per week. The Director reports to and works closely with the Board of Trustees and the Board President.

Principle Responsibilities

Supervision

- Hire, review, and support a part-time staff of four
 - Finance Manager: Manages organization finances and edits newsletter
 - Curator: Manages archival collection and develops exhibits
 - Education Coordinator: Develops and coordinates school tours, summer youth workshops, and other educational programming
 - Communications and Marketing Manager: Manages social media, development, and membership activities

Finance

- Manage annual budget (around \$140,000)
- Attend monthly finance meeting
- Seek funding opportunities for the organization through grants and other support

Meetings

- Attend monthly board and finance meetings
- Hold regular staff meetings
- Attend (as able) Monthly Speaker series

Community Interface

- Represent CWH at relevant city and township events and meetings
- Act as principal contact with City and Township administrations and community partners such as libraries, parks, and rec center
- Lead tours and programs for adults and children at museums and other local history sites

Events

- With staff and community partners, plan and facilitate events throughout the year such as Americana, Sense of Taste fundraiser, Ghost Walk on Main, and Holiday Walk
- Ensure annual membership and volunteer appreciation events

Other

- Be willing to assist in all aspects of museum and organization operations as needed

Skills

- Leadership that supports a team approach with knowledgeable staff needing little supervision
- Strong writing and public speaking skills to promote CWH's mission to members, volunteers, museum guests, community partners, and the public
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Teams, and Outlook) preferred
- Experience with Bloomerang or other non-profit CRM helpful, but not required

Job Location

Walton House Museum
89 W. Franklin St.
Centerville, Ohio 45458
PH: 937-433-0123

Email Resume: karencwths@sbcglobal.net

Mail Resume: Karen King

Communications and Marketing Manager
Walton House Museum
89 W. Franklin St.
Centerville, OH 45459