
HISTORIC MADISON, INC.

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WWW.HISTORICMADISONINC.COM

Executive Director

Organization: Historic Madison, Inc./Historic Madison Foundation, Inc.

Location: Madison, Indiana

About Historic Madison, Inc./Historic Madison Foundation, Inc.

Historic Madison, Inc. (HMI) is a 501(c)3 charitable non-profit historic preservation organization founded in 1960 dedicated to education, promotion, and assistance in preservation and restoration of historic resources which protect our heritage and enhance the quality of life in Madison, Indiana. Historic Madison Foundation, Inc.(HMFI) is the non-profit supporting organization for HMI founded in 1991. HMI & HMFI share the same board of directors and officers. See attached organizational profile for our vision and mission statements and for our accomplishments.

Position Summary:

The Executive Director (ED) is the chief executive officer of HMI/HMFI and is responsible for the overall strategic, programmatic, financial, and operational management of the organization. Reporting to the Board of Directors, the ED provides visionary leadership, ensures the effective implementation of the organization's mission, and cultivates strong relationships with stakeholders, including the board, staff, volunteers, donors, community partners, and the general public.

Key Responsibilities:

Strategic Leadership and Vision:

- Implementation of the strategic plan, annual goals, and objectives in collaboration with the Board of Directors and staff
- Monitor and evaluate the organization's progress towards achieving its goals, making adjustments as necessary
- Stay abreast of trends and best practices in historic preservation, museum management, and the nonprofit sector

Operational Management:

- Oversee the day-to-day operations of the organization, including community-wide preservation initiatives, and managing our ten historic properties, museums and sites, educational programs, and administrative functions
- Ensure the effective management and maintenance of all physical assets, including buildings, collections, and grounds
- Develop and implement organizational policies and procedures, under the guidance of the Board of Directors, to ensure efficient and effective operations



- Direct and coordinate all approved programs, projects and major activities
- Manage technology and infrastructure to support the organization's work
- Implement continued restoration & maintenance projects including restoration of the Jeremiah Sullivan House, the rehabilitation of St. Michael the Archangel and the future use of the Windle Auditorium
- Continue with major fundraising efforts to support the preceding projects

Governance & Board Relations:

- Work closely with the Board of Directors, providing timely and accurate information to support their governance responsibilities. Support the President and Board Chair in developing meeting agendas and materials
- Ex Officio member of all committees to support committees and volunteer performance
- Maintain accurate records of all Board of Directors, committee meetings, and other official gatherings, encompassing minute-taking and secure storage of files, legal documents, historical records, membership lists, and mailing lists
- Keep the President, Board Chair and Board of Directors fully informed of the condition of the organizations on all important matters affecting the organizations. Facilitate effective communication and collaboration between the Board and staff
- Provide the necessary liaison and staff support to committee chairs and committees to enable them to perform their functions effectively
- Implement Board directives and policies

Staff and Volunteer Management:

- Staffs the organizations with responsible and effective staff
- Directs and coordinates all approved activities of HMI/HMFI paid staff (3 FT, 6PT)
- Mentor staff, fostering a positive and collaborative work environment
- Develop and implement performance management processes and professional development opportunities for staff
- Oversee the recruitment, training, and engagement of volunteers, recognizing their vital contributions

Financial Management and Fundraising:

- Develop and manage the annual budget in concert with the President, the Treasurer and Finance Committee, ensuring fiscal responsibility and sustainability
- Ensure that all funds, physical assets and other property of the organizations are appropriately safeguarded and administered
- Oversee financial reporting, reviews, audits and compliance with all applicable regulations
- Lead fundraising efforts, including identifying and cultivating individual donors, foundations, corporations, and government grants. Ensure effective donor stewardship and recognition
- Develop and implement fundraising strategies and campaigns to support the organizations' programs and operations

Program Development and Interpretation:

- Oversee the development, implementation, and evaluation of engaging and impactful, educational programs, public events, and museum exhibitions
- Ensure the accuracy, relevance, and accessibility of historical interpretation across all properties and programs
- Foster collaboration with educators, historians, and community members to enhance program content and reach
- Plan and conduct Annual Membership Meeting and fundraising events

Community Engagement and External Relations:

- Serve as the primary spokesperson for the organization, representing its interests and building its visibility within the community
- Cultivate and maintain strong relationships with community leaders, partner organizations, government agencies, and the media to promote the organizations' mission and programs
- Collaborate with local and regional organizations to advance historic preservation efforts

Preferred Qualifications:

- Master's degree in historic preservation, history, museum studies, non-profit management, or a related field (or equivalent experience)
- Five to seven years of progressive leadership experience in a non-profit organization, preferably in historic preservation or museum management (or equivalent experience)
- Demonstrated experience in strategic planning, financial management, fundraising, and operational oversight
- Strong understanding of historic preservation and restoration, museum best practices, collections management, and historical interpretation
- Excellent communication, interpersonal, and public speaking skills with a proven ability to lead and supervise staff and volunteers
- Proven ability to build and maintain effective relationships with diverse stakeholders
- Passion for historic preservation and the mission of the organization, familiarity with the local community and its history is a plus
- Proficiency in relevant software and technology, including Google Workspace, QuickBooks, Donor Perfect, Adobe, Canva, social media, website maintenance & development
- Ability to perform moderate physical work, including lifting up to 25 pounds, walking across uneven terrain, and climbing stairs or ladders as needed for property inspections and event setup

Compensation and Benefits:

- Salary range \$60,000 - \$90,000, plus benefits, EA/EO
- Benefits package includes: health insurance, life insurance, paid time off, mileage, cell phone reimbursement.

To Apply: Please submit a cover letter, resume, three references and writing sample to the Search Committee at search@historicmadisoninc.com. Historic Madison, Inc./Historic Madison Foundation, Inc. is an equal opportunity employer. **Application deadline is Friday April 24, 5 pm EDT.**