



## POSITION DESCRIPTION

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**POSITION** Executive Director, the Oysterponds Historical Society

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**ORGANIZATION** *Mission*

The mission of the Oysterponds Historical Society (“OHS”) is to collect, preserve, and interpret the history of the Orient and East Marion community as part of the American story and to celebrate and share its culture and heritage through education, exhibition, and scholarship.

*Organization Description*

Founded in 1944 and located in the heart of Orient, New York, on the bucolic North Fork of Long Island, OHS pursues our mission from our centrally located campus, comprising greenspaces and seven historic buildings that house a remarkable collection of more than 75,000 artifacts, documents, works of art and historical objects. OHS’s collection, much donated by families who have lived in the community for generations, is widely considered the best collection of local history on Long Island.

Each spring, OHS draws from this diverse collection to present new exhibitions that illuminate different aspects of the community’s history. These exhibitions, in addition to permanent period exhibitions in two of our buildings, are free and open to the public. OHS also presents an array of community-based programs to engage families, children, and adults. OHS programs include widely attended lectures, workshops, and education programs. OHS further extends its reach by hosting several major fundraising events throughout the year that serve as focal points for the community to gather and celebrate our rich heritage and to support OHS’s ongoing operations.

OHS’s programs, events, and exhibitions are well supported by our local community and also draw in residents from other areas of the North Fork as well as visitors to this increasingly popular region.

OHS is guided by an active Board of Trustees, including long-time residents with roots going back generations as well as more recent arrivals and part-time residents, all of whom share a common passion for and commitment to our beautiful locale and OHS’s important role in it.

*Location and Community*

Located 100 miles from New York City, Orient and East Marion are at the very tip of the Long Island’s North Fork, surrounded by the waters of Long Island Sound and Peconic Bay, which are rich grounds for boating and fishing. The two hamlets have a population of year-round residents that includes

descendants of the “founding families” and people whose families have lived in the community for generations, as well as retirees and a growing population of part-time residents. Many of these part-time residents are in creative professions, including the visual arts, architecture, publishing, and other fields.

OHS serves as a cultural hub for Orient and East Marion and draws its support, members, and volunteers from across this unique community.

For more information, please visit: [www.oysterpondshistoricalsociety.org](http://www.oysterpondshistoricalsociety.org).

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## **POSITION DESCRIPTION**

OHS aspires to build on its stable financial position and growing momentum to achieve even greater success, visibility, and importance to our community. We seek an Executive Director (“ED”) with proven management experience and passions for community and innovation who will lead the organization’s continued growth and development.

Working with the Board, the ED will be responsible for shaping strategy and directing the general and fiscal management of the entire organization. The ED will work with OHS staff and volunteers to deliver our exhibitions, programs, and events to the public with a high level of excellence. The ED will also be the primary face to the community and our chief fundraiser and marketer.

OHS is embarking on a major effort to better preserve, protect, and manage our vital collections; therefore, working with staff, volunteers, and outside parties, the ED will oversee this critical priority including any necessary fundraising efforts to support it.

Responsibilities include, but are not limited to:

### **Staff and Volunteer Management**

- Communicate our vision and yearly objectives and develop team-wide and individual goals to support them.
- Manage and support our staff to a high standard of excellence, creating opportunities to leverage team members’ strengths.
- Build a sustainable organizational culture that sets ambitious goals and operates with shared accountability for outcomes.
- Attract, motivate, and direct OHS volunteers to provide adequate support for key priorities and ongoing activities.

### **Management and Operations**

- Build strong, open relationships with the Board with proactive communications, both formal and informal.
- Work with the Board to update and deliver strategic plan and objectives.
- Work closely and collaboratively with Board Presidents and Executive Committee on key objectives and initiatives.

- Ensure ongoing financial stability and oversee OHS's daily financial functions, including forecasting and reporting, as well as annual budget and audit. Ensure strong internal controls and accountability in conjunction with overall strategic objectives.
- Clearly define and manage the roles of staff, volunteers, and the Board to achieve OHS goals.
- Ensure that OHS has a strong buildings and grounds management plan including long-term and regular capital maintenance and operations.

### **Marketing and Membership**

- Develop marketing strategies and tactics to expand and deepen our reach into the local community and support local tourism efforts.
- Lead membership cultivation plans and in-kind giving programs.
- Oversee digital communications, including website and social media.

### **Collections Management**

- Work with the board, volunteers, and outside experts to implement a phased, long-term collections management plan.
- Integrate the collections plan with a campus strategy to optimize the use of OHS's physical assets for our collections.
- Develop and execute plan to attract capital resources to provide adequate funding for short- and long-term collections needs.

### **Fundraising**

- Strengthen and ensure sustainable fundraising sources, including individual giving; foundation, corporate, and government grants.
- Drive community events to even higher levels of visibility and success.
- Refine and implement fundraising goals for board members along with an ongoing stewardship program.

### **Exhibitions and Programs**

- Work closely with curatorial staff to design and deliver exhibitions that are informative, engaging, and relevant.
- Design and deliver a diverse set of programs linked to our mission, collections, exhibitions, and community.

### **Community Engagement**

- Develop relevant and accessible programs and events for our diverse local community.
- Develop education programs that serve local schools as well as families with children.
- Oversee active efforts to recruit new members and volunteers
- Serve as ambassador for OHS throughout the North Fork community

## CANDIDATE REQUIREMENTS

The ideal candidate will possess the following qualifications:

- Bachelor's degree and/or advanced degree in a relevant field.
- A minimum of 10 years of experience, including demonstrated management or leadership experience in nonprofit setting. Strong preference for experience in a visitor-serving institution, such as a museum or historical, cultural or arts organization.
- Experience leading fundraising efforts with individuals, institutions, and government entities. Demonstrated experience with individual giving, capital campaigns, and/or events a plus.
- Experience leading and managing a team of staff and volunteers to a high standard of excellence and accountability.
- Excellent interpersonal skills and the ability to build strong relationships and work collaboratively across a diverse range of internal and external stakeholders.
- Strong strategic, reasoning, communication and writing skills.
- Intellectual curiosity and capacity for leadership and innovation
- Passion for, and understanding of history and its role in telling stories.
- Appreciation for the role of cultural institutions in communities.

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## COMPENSATION

OHS recently examined market data to ensure that salary and benefits will be competitive and commensurate with experience.

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## LOCATION

Orient, N.Y.

The Executive Director is expected to be an active member of the community, particularly from May through October each year. If the Executive Director elects to live in the Oysterponds community full time, housing in a private house owned by OHS may be available.

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## QUALIFIED INDIVIDUALS PLEASE APPLY

Send cover letter explaining interest and qualifications together with resume to [EDSearch@ohsny.org](mailto:EDSearch@ohsny.org).

*The Oysterponds Historical Society is an equal opportunity employer and welcomes candidates from diverse backgrounds.*

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