



Consultants to Cultural Organizations

EXECUTIVE DIRECTOR HAYWARD AREA HISTORICAL SOCIETY

Hayward, California

Position Summary

The Board of Directors of the Hayward Area Historical Society (HAHS) is seeking an experienced and energetic individual to lead the organization in the next stage of its growth and development. The Executive Director will be responsible for enhancing community involvement, realizing the potential of HAHS collections and historic properties, providing leadership to the Board and staff, and diversifying the organization's funding base.

About HAHS

Located in the heart of the East Bay, HAHS serves the communities of Hayward, Castro Valley, and San Lorenzo. Its mission is to “join with people of all ages in the celebration of the diverse heritage of our community. Through educational programs, interpretive exhibitions, and the preservation of historic sites and artifacts, we promote an understanding about our shared history and the challenges of our future.”

HAHS operates four properties:

- ***The downtown museum*** presents core and changing exhibitions, and public programs. It houses a museum store, research library, and collection storage. As the headquarters for HAHS, the museum also houses offices for professional staff. HAHS leases the museum building from the City of Hayward.
- ***The McConaghy House*** was purchased by the Hayward Area Parks and Recreation District (HARD) in 1973 and has been managed by HAHS since 1976. Furnished in the style of 1886, the year in which it was built, the 12-room farm house has an annual schedule of public hours complemented by several special events each year. Adjacent to the McConaghy House is a tank house and carriage house.
- ***The Meek Estate***, also owned by HARD, has been operated by HAHS since 1983. This beautiful 1869 mansion is currently undergoing restoration by the architectural firm of Page and Turnbull in anticipation of an annual schedule of public hours.

- *The San Lorenzo Cemetery* has been under the management and supervision of HAHS since 1960. This historic cemetery is open to the public by appointment only.

HAHS presents a variety of educational programs, including a regular schedule of school tours, a Summer Institute for teachers, and trunks for loan to schools. In addition, HAHS maintains *Crossroads, A Community Heritage Website* (www.historycrossroads.org) that illustrates the Hayward Area's history through its people, places, and pathways.

HAHS has 6 full-time and 2 part-time staff and is governed by a dedicated Board of 13 community members. HAHS has an annual operating budget of approximately \$1 million. In the late 1990s, HAHS received a \$14M bequest with which the Board created an endowment that generates approximately \$700,000 in annual interest to support the organization's operating budget.

HAHS has grown and evolved significantly over the past 10 years. The next Executive Director will have the opportunity to play a central role in continuing to shape the future direction of the organization, including stewarding the HAHS endowment for maximum benefit to the institution and the community it serves. Key goals of the organization, as outlined in its 2008-2012 Strategic Plan (completed in November 2007), include:

- Heightening community awareness of HAHS;
- Diversifying the HAHS financial base;
- Implementing a plan for the downtown museum (either purchasing the current building from the City or developing an alternative plan);
- Realizing the full potential of the historic properties, including the Meek Estate, McConaghy House, and San Lorenzo Cemetery; and
- Strengthening institutional leadership.

Hayward Area and The East Bay

The Hayward Area encompasses the cities of Hayward, Castro Valley, and San Lorenzo. It is known as the "Heart of the Bay" because of its central location in the East Bay of the San Francisco Bay Area. The Hayward Area is 25 miles southeast of San Francisco, 14 miles south of Oakland and Berkeley, and 26 miles north of San Jose.

The strength and beauty of the East Bay is found in its ethnic diversity, communities and downtowns, businesses, industries and workforce. From an eclectic collection of shops, restaurants, and museums, to hiking trails, vistas, and award-winning wineries, the diverse communities of the East Bay offer a wide range of tastes and interests, nationalities, and businesses.

The East Bay has become one of the nation's most popular regions in which to live and work because of its mild climate, scenic vistas and extraordinary quality of life. Residents enjoy beautiful weather year-round, a clean environment and safe communities. An excellent public transportation system provides residents the flexibility of working close to home or in neighboring communities.

Responsibilities

The Executive Director will report to the Board of Directors and will have full authority and responsibility as the chief executive officer of HAHS. Responsibilities include:

- Providing leadership and vision to shape the priorities and future direction of HAHS;
- Enhancing community involvement with HAHS through exhibits, programs, marketing, public relations, volunteer opportunities, and community partnerships;
- Working with the Board to determine a suitable permanent home for HAHS; developing a plan for the preservation and interpretation of the historic properties, including the Meek Estate, McConaghy House, and San Lorenzo Cemetery;
- Establishing a fundraising infrastructure and taking an active role in development activities to diversify the HAHS funding base, including individual gifts, government and foundation grants, corporate sponsorships, membership, and planned giving;
- Partnering with the Board to maintain an effective governance structure;
- Recruiting, hiring, training, and evaluating staff; providing management direction to the staff through a team-work approach; ensuring compliance with appropriate personnel policies and human resource procedures;
- Managing HAHS in a fiscally responsible manner within the Board-approved budget and in accordance with accepted non-profit financial accounting practices;
- Providing a high degree of visibility in the community and serving as chief spokesperson for HAHS;

- Strengthening relationships with government agencies, including the City of Hayward and HARD.

Ideal Candidate Characteristics

The ideal candidate will possess a combination of the following:

- A strong interest in history and an ability to lead the effort in making Hayward Area history engaging and relevant to its diverse community of residents;
- Demonstrated leadership abilities, a high level of initiative, interpersonal and cultural sensitivity, creative and flexible problem solving skills, and excellent internal and external communication skills;
- Ability to motivate the Board, direct and lead the staff, and build consensus;
- Effective financial management skills;
- Proven abilities in fundraising, including establishing a fundraising infrastructure and cultivating donors;
- Capability to develop and maintain positive relationships with community leaders; political acumen; and the ability to maneuver in a diverse community with comfort and credibility;
- A strong work ethic, sincerity, and a high energy level.

Experience/Education

A minimum of five years of senior management experience at the level of Director, Assistant/Associate/Deputy Director, or Department Head in a museum, historic house, or other non-profit setting. Possession of a bachelor's degree (B.A.) is required; an advanced degree is preferred.

Compensation

Compensation is competitive and will be commensurate with qualifications and experience. An attractive benefits package will also be provided.

Application Procedure

Individuals interested in applying for this position should contact and send a letter of interest and resume to:

Museum Management Consultants, Inc.
 Attn: Emily Cohen, Senior Vice President
 120 Green Street, Suite 200
 San Francisco, CA 94111
 Tel: (415) 982-2288 x11
 Email: mmc@museum-management.com

Closing date for filing applications: May 23, 2008