



Position Announcement
Executive Director
Cobb Landmarks & Historical Society

Cobb Landmarks & Historical Society (CLHS) is seeking an Executive Director to provide leadership to the organization, to be responsible for administrative, organizational, and financial management, and to be an advocate for Cobb Landmarks and Historical Society and historic preservation in the community. The position is currently available.

Responsibilities:

Organizational Management and Administration

- Maintain frequent and open communication with Executive Committee and the Board of Directors, and attend meetings with a report to the Board
- Maintain organizational records, including Membership
- Hire and oversee all CLHS staff and coordinate staff activities
- Oversee properties, with Curator and Facilities Committee
- Assist fundraising, with Special Events Committee
- Update web site content and contribute to The Landmarker, our newsletter

Financial Management

- Assist Finance Committee with development of budget
- Develop grant proposals, with appropriate chairs
- Perform essential functions in cooperation with Treasurer and Finance Committee

Advocacy

- Provide input into Preservation Priority Initiatives
- Provide technical assistance and community outreach, including making public presentations.

Qualifications:

The candidate will be an energetic self-starter seeking to raise awareness of Cobb Landmarks and Historical Society, who can promote the organization within the community. Interest in historic preservation and history is important. A bachelor's degree is required, and a higher degree will be an asset, but is not required. Good communication skills and knowledge of Microsoft Office software and computer proficiency are essential.

Hours: 20 hours per week, with some flexibility. Salary: \$26.50/hour. Position reports to CLHS's Chair of Board of Directors, who represents the full Board.

Application Procedure:

Submit cover letter, resume, and three references to Rose Wing, Chair of Hiring Committee, via email at search@cobblandmarks.com, with the title "EXECUTIVE DIRECTOR APPLICATION" in the subject heading. Closing date for applying is Friday, October 30, 2009, at 5 p.m.

Qualified candidates will be contacted for an interview. Projected starting date is mid November 2009.