



SOUTHERN OREGON  
HISTORICAL SOCIETY

## Application Cover Letter

Please submit a cover letter with your application in which you describe why you believe you would be well-suited to fill this vacancy.

You can either attach your letter to the PDF application packet or, if it is easier, you can submit your cover letter separately by emailing it to [employ@sohs.org](mailto:employ@sohs.org).

## SOHS Job Description



**SOHS MISSION:** To make History come alive by collecting, preserving, and sharing the stories and artifacts of our region's past.

<b>POSITION TITLE:</b>	EXECUTIVE DIRECTOR
<b>STATUS:</b>	.75 FTE
<b>Location:</b>	Medford Oregon 106 N. Central Ave
<b>REPORTS TO:</b>	Southern Oregon Historical Society Board of Trustees
<b>SUPERVISES:</b>	SOHS staff members, contractors, and volunteers
<b>POSITION SUMMARY:</b>	The Executive Director supports the SOHS mission through leadership, direction, oversight of operations, and development efforts that foster growth based on financial stability and effective implementation of policies established by the SOHS Board of Trustees.

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### DUTIES, ROLES, AND RESPONSIBILITIES

#### TRUSTEE BOARD RELATIONSHIP

- Work with the Board in setting the Society's mission, strategic direction, and governance policies, and ensure their effective implementation.
- Partner with the Board in setting and communicating a compelling vision along with ambitious goals and feasible strategic plans/initiatives for the foreseeable future and define the tactics to achieve these goals and outcome metrics to demonstrate accountability.
- Help the Board carry out its responsibilities, keep the Board informed, make recommendations to the Board, facilitate the Board's decision-making process, and establish, nurture and maintain a positive and

effective liaison between SOHS Board and committees, volunteers, industry partners and state and local governments.

- Be the chief spokesperson for the Society—its mission, goals, programs, and services—sharing this function with the Board President on matters of official Board business and positions.
- Ensure the integrity of the Society by demonstrating and conveying to staff and volunteers:
  - Core values of the Society, i.e., honesty, mutual respect, diligent care of historical material.
  - Confidentiality where appropriate, i.e., personnel matters and Board deliberations conducted in executive sessions.
  - Compliance with state law, government regulations, and standard fiscal practices.

## PLANNING

- Advise and assist the SOHS Board in development and implementation of its Strategic Plan.
- Work with SOHS operating committees to implement Action Plans that adhere to SOHS standards and the Strategic Plan.
- Lead SOHS efforts to establish and operate a new museum.

## DEVELOPMENT

- Tap the knowledge, experience, and skills of staff, Board, and volunteers.
- Evaluate and guide the effectiveness of the Society's services, programs, and assets in alignment with the Society's mission and strategic direction.
- Provide expertise, Board support and direct engagement in Board and Executive development, and fund development through grant-solicitation and fundraising—from cultivation, to securing donations/investments, to donor stewardship.
- Enhance the Society's public image and foster relationships with key constituencies such as SOHS partners including regional historical agency partners, SOHS members, volunteers, and the public by determining their interests, inviting their engagement, making direct contacts, networking with community leaders, and assisting the Board in being informed ambassadors and advocates.
- Serve as the representative of SOHS and support Board members and representatives to effectively communicate with the public through presentations and media channels.
- Provide leadership for SOHS membership development campaigns.

- Optimize SOHS's website and social media efforts.
- Promote and encourage SOHS outreach to regional students.

#### OVERSIGHT

- Provide for a sound organizational structure and appropriately trained personnel and volunteers to maintain and protect Society assets and collections, to prepare and administer the annual budget, and to manage all operating functions of the Society—physical, fiscal, and human resources; programs and services; internal and external communications; marketing; and development.
- Together with staff, communicate, explain, and effectively provide direction to Operational committee chairs in all aspects of the Society regarding changes in strategy, in the development and implementation of the SOHS Strategic Plan, programs, and projects.
- Recruit, hire, support, develop, evaluate and, as necessary, terminate the Society's personnel and volunteers, and provide and adhere to sound personnel policies and state and federal law.
- Assist in the development of Operational committee charges and goals, annual budgets, and their presentation to the Board, and appoint Operational committee chairs.
- Oversee SOHS's financial processes to ensure funds are expended legally and according to the Board's established budget.
- Ensure SOHS is compliant with all contractual obligations, both payables and receivables.
- Oversee operations and building maintenance for the History Center, Hanley Farm, and the White City, Britt and similar storage facilities for the benefit of the SOHS collections.
- Oversee and assist those tasked to plan, develop, and operate new exhibits, education, and community engagement opportunities.
- Oversee SOHS's technology use to assure efficiency, security, and effectiveness.
- Advise and provide grant writing oversight to assure goals are accomplished, expenditures are appropriate, and required reports are submitted.

#### COORDINATION

- Attend SOHS Executive Committee and Board meetings regularly.
- Oversee SOHS online presence.
- Attend Operational committee meetings as needed to ensure coordination among committees, volunteers, and staff.
- Hold staff and Operational committee meetings as needed to ensure adequate communications.

- Fulfill other legally permissible, reasonable, and proper duties as assigned by the Board.
- **BACKGROUND CHECK:** The Southern Oregon Historical Society (SOHS) strives to provide a safe study, work, and living environment for its staff, volunteers and visitors. To support this environment and comply with applicable laws and regulations, SOHS conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of SOHS, it is reasonable and prudent to do so.
- **EEOC:** SOHS is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. SOHS is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Oregon State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

This position is currently supported at \$50,000.00 per year for a .75 FTE with expenses. SOHS currently can only support part-time employees and is actively seeking funding to support additional salary and benefits to employees as budgets are developed and funding is secured. Other opportunities include an Interim role with defined responsibilities between the Board and the candidate.

Please submit a cover letter, resume and the attached application to: [employ@sohs.org](mailto:employ@sohs.org)

[Thank you for your interest in this position.](#)



SOUTHERN OREGON HISTORICAL SOCIETY

Employment Application

Applicant Information

Full Name: Last First M.I. Date:

Address: Street Address Apartment/Unit # City State ZIP Code

Phone: Email

Date Available: Social Security No.: Desired Salary:\$

Position Applied for:

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when?

Have you ever been convicted of a felony? YES NO Birthdate

If yes, explain:

Education

High School: Address:

From: To: Did you graduate? YES NO Diploma:

College: Address:

From: To: Did you graduate? YES NO Degree:

Other: Address:

From: To: Did you graduate? YES NO Degree:

References

Please list three professional references.

Full Name: Relationship: Company: Phone:

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

## Military Service

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

You may submit your completed application by email to [employ@sohs.org](mailto:employ@sohs.org)

OR

By US Mail addressed to:

Employment  
Southern Oregon Historical Society  
106 N. Central Ave., Medford OR 97501