

The South End Historical Society seeks an innovative and enthusiastic leader to serve as its next Executive Director. Reporting to the Board of Directors, the Executive Director is responsible for organizing and directing all operational, administrative, fundraising and programming aspects of the organization. The Executive Director's role is multidimensional, requiring interaction with the Board of Directors, SEHS members, volunteers and the South End community. The ideal candidate will have exceptional management, strategic thinking, and communication skills.

Qualifications: A master's degree in History, Public History, Archives, or equivalent; excellent organizational skills, oral and written communication skills; ability to work independently a must; experience with QuickBooks, Microsoft Office, PastPerfect, and WordPress preferred; experience working at a non-profit organization a plus.

Responsibilities:

- Organize programs and events
- Work with the Board of Directors and manage Board committees
- Oversee the historical society's archives and collections
- Financial: process incoming payments, paying bills, general banking, and manage annual budget
- Basic bookkeeping using QuickBooks
- Membership outreach
- Manage the SEHS website and social media accounts
- Oversee ongoing internship program
- Work with the Board to organize the annual fundraiser
- Create SEHS newsletter

To apply, please send a cover letter and resume to Lauren Prescott, [admin@southendhistoricalsociety.org](mailto:admin@southendhistoricalsociety.org).

No phone calls please.

Founded in 1966, the South End Historical Society is a 501(c)(3) non-profit organization dedicated to historic preservation and education in Boston's historic South End. Through the efforts of the Society, the South End has been listed on the National Register of Historic Places as the largest Victorian brick row-house district in the United States. During its first fifty years, SEHS has worked continuously to retain the Victorian integrity of the South End. The historical society holds a major fundraiser every year—the South End House Tour and presents lectures

and walking tours about the South End's rich social and architectural history. SEHS also encourages research, conservation, and education to promote interest in our historic neighborhood.