

WE DO HISTORY.

INDIANA HISTORICAL SOCIETY

Position Guide

President/CEO

<https://indianahistory.org/>

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POSITION GUIDE

POSITION: **PRESIDENT/CEO**

REPORTS TO: **Board of Trustees**

LOCATION: **Indianapolis, IN**

MISSION

Since 1830, the Indiana Historical Society (IHS) has been Indiana's Storyteller™, connecting people to the past by collecting, preserving, and sharing the state's history.

VISION

The Indiana Historical Society is one of the premier historical societies in the country, measured by the strength and breadth of its collections; the quality of its publications; the diversity and excellence of its board, staff, and statewide membership; the scholarship and service to the historical profession by its staff; the originality, quality, and reach of its public programs; and the highest ethical standards of its information and advancement efforts.

ABOUT THE INDIANA HISTORICAL SOCIETY

The Indiana Historical Society (IHS) is a private, non-profit 501(c)3 membership organization serving Hoosiers in all 92 Indiana counties. The IHS collects and preserves letters, diaries, manuscripts, journals, photographs, books, maps and documentary material dating from 1558 to the present.

With more than 5,000 members, the IHS maintains the largest collection of materials on the history of Indiana and the Old Northwest, including over 1.7 million photographs, 45,000 cataloged printed items, 3,500 pieces of sheet music, 5,450 processed manuscript collections, 3,300 artifacts, 1,700 cataloged maps, 800 broadsides and 129 paintings. More than 61,000 searchable digital images are currently available on the IHS web site.

The IHS collections are used as the basis for public programming, exhibitions, educational programs, research and publications of the IHS Press, which is

recognized nationally for its excellence. For many years, the IHS library and staff were housed in state office buildings elsewhere and moved numerous times over the decades. In 1974 the IHS and the Lilly Endowment funded an addition to the state library for its own collections and offices.



In 1999, after nearly ten years of planning, the IHS opened its new headquarters on the historic Central Canal in downtown Indianapolis. The **Eugene and Marilyn Glick Indiana History Center** was built as a 165,000 square-foot neoclassical building, and included the William Henry Smith Memorial Library for public research, which has a broad spectrum of material documenting the history of Indiana from its early exploration and settlement to the present; the Collections Department preserves and

makes accessible one of the largest archival repositories of manuscript, printed and visual materials on the history of Indiana and the Old Northwest; the Rapp Family Exhibitions Gallery; the 300-seat Frank and Katrina Basile Theater for performances; classrooms, meeting rooms and the Cole Porter Room for educational and public programming; the Basile History Market gift shop; the Stardust Café; a conservation lab; administrative offices; state-of-the-art collections storage space; and event space for IHS programs and private rentals.

In 2006, leadership of the IHS began conversations with staff, trustees, community advisors, scholars and others to outline the next generation of IHS's development. Through this effort a consensus was reached that the organization had an opportunity to better utilize its collection, expertise and facility to reach a larger audience and maximize the History Center as a cultural destination. The *Indiana Experience* was born.

The goal of the [Indiana Experience](#) is to utilize the History Center to create a deeper connection with more people to the past through the IHS collections. *The Indiana Experience* is designed to leverage the depth of the IHS's greatest asset – its collection – to create compelling and meaningful personal experiences through visitor engagement and interactive presentations and by utilizing technology at the History Center to reach new audiences.

Since its launch in March 2010, the *Indiana Experience* has garnered numerous accolades from the history field and the public alike. In 2011, it was recognized with an Award of Merit from the American Association for State and Local History, the highest award in the historical museum field. In 2011, the "[You Are There](#)" experiences received a strongly positive review in the *Journal of American History*. In 2010 and 2011, IHS was awarded three highly-competitive, peer-reviewed grants from the Institute of Museum and Library Services and the National Endowment of the Humanities, and in 2016, the *Indiana Experience* was selected to be a Smithsonian Affiliate.



With a statewide focus, IHS also brings quality programming to Indiana residents in every county. With more than a century of experience, the [Indiana Historical Society Press](#) publishes books – from academic tomes, such as the *History of Indiana* series, to beautiful coffee-table books, such as *Mapping Indiana: Five Centuries of Treasures from the Indiana Historical Society*. The Press also publishes historical fiction for children, youth biographies and family history books. In 2017, The IHS Press produced 3 books and 12 e-books and collected 4 award nominations.

In an effort to reach the youth of Indiana, the IHS instituted The National History Day in Indiana program, which equips students and educators with a framework to create projects in the form of exhibits, documentaries, websites, performances and papers and provides a platform for presenting work in regional, state and national competitions. Other youth outreach includes partnerships with local youth serving organizations to provide greater access to IHS programming.

Today, the Indiana Historical Society reaches 1.4 million people through programming, visitation, outreach and services every year. IHS has a staff of 76 full-time and 73 part-time staff and a general budget of approximately \$12M. It is supported by a dedicated and committed Board of Trustees, comprised of 33 members.

THE OPPORTUNITY

As a result of the impressive success of the *Indiana Experience*, the Indiana Historical Society is well positioned to grow its statewide programming and national reputation as a leader in the field. Since the current strategic plan for 2013 – 2018 is coming to a close, a new leader will be tasked to work with the trustees and senior staff to outline the initiatives and programs that will form the next phase of IHS's development. In addition to the continued success and innovations at the Indiana History Center, of critical importance to this plan will be the continued efforts to serve all of Indiana through active engagement in local communities.

Currently, the IHS supports multiple programs for statewide outreach such as educator training and technical support for local historical organizations and support for local communities to help them connect with the collection and important historical aspects of the state. With the Indiana History Train at the Indiana State Fair and the [History on Wheels](#), a 53-foot double-expandable semi-trailer and state-of-the-art traveling exhibit that visits community festivals across the state, IHS is committed to enhancing its outreach to more communities and audiences across the state of Indiana.

In fact, since 2016, the IHS has been proud to support Indiana's local, county and regional historical societies, museums, and sites in their important work through Heritage Support Grants. These grants, made possible by Lilly Endowment Inc., are

available for projects that help Indiana's local history organizations improve stewardship of the cultural materials in their care and develop institutional capacity to play greater, more effective roles in their communities. In 2017, the IHS awarded 57 Heritage Support Grants totaling almost \$1 million.



The next President/CEO will have the opportunity to lead the next generation of experiences at the History Center, build upon the core programming statewide, and successfully lead the organization into a new era of mission fulfillment supported by financial and philanthropic success.

POSITION SUMMARY

The President/CEO serves as chief executive officer of the Indiana Historical Society (IHS) and is hired, evaluated and retained by the Board of Trustees to direct and manage the IHS. Reporting directly to the IHS Board of Trustees, the President and CEO serves as the chief of staff for IHS employees and volunteers and oversees and evaluates senior level staff assigned to: business, finance, and operations; human resources; development and membership; library and collections; conservation; local history services; publications; education; public programs; exhibits; and marketing and public relations. The President and CEO serves as host to a variety of events as detailed in the IHS contract. The President and CEO works with the Board and staff to provide institutional vision, strategic direction, fiscal strength, and the engagement of stakeholders, members, and the public.

The President/CEO will:

- Create an effective operating model which adapts to internal and external environments and opportunities; Build an effective management team and introduce policies and practices which recruit, train, and reward an outstanding staff and volunteer corps. Develop an institutional culture that encourages creativity, innovation, and esprit de corps within effective use of available resources.
- Lead the development and actualization of strategic business plans to achieve agreed-upon IHS goals. Engage the Board, staff and stakeholders to ensure the long-term vibrancy of the IHS.
- Forge and sustain a strong working relationship with the officers, Executive Committee, Trustees, and standing committees to bring about transparency, clarity, consistency, and trust in conducting and reporting activities internally and externally.
- Serve as the chief institutional fundraiser. With Development staff, Board, and Development Committee, effectively develop a wider and deeper donor base and secure their financial support. Develop and strengthen relationships

with individuals, foundations, and other supporters, articulating a strong case for support for the work of the IHS. Serve as host for donor and membership events.

- Provide leadership, orchestration, and collaboration among staff in the divisions and departments of the IHS. Ensure a successful and synergistic outcome of all activities to achieve maximum institutional impact, growth, and sustainability.
- Present an annual budget to the Board of Trustees and provide constant fiscal oversight to achieve budget goals. Lead in developing short and long range strategies to ensure a sound financial future.
- Serve as the chief spokesperson for the IHS and ensure it is properly represented to its various publics. Represent the IHS in professional, civic, cultural, and governmental endeavors. Pursue and enhance the institution's national reputation goal to be a model for best practice, innovation, and public service.

Requirements and Qualifications

- Demonstrated leadership among organizations engaging in collecting, preserving, interpreting, and sharing local and state, and national history
- Demonstrated appreciation for Midwestern history and its cultural ethos, and experience being a visible local and/or state leader
- Success as a fundraiser, and ability to forge personal relationships with donors and stakeholders on behalf of the institution; outgoing; people-oriented, professional demeanor which communicates organizational vision with a sense of purpose and worth
- Commitment to the stewardship involved with historical collections, calibrated with the importance of education, outreach, and public engagement
- Ability to be a strong motivational leader of a diverse professional staff and experience and understanding of Board governance and development
- An experienced executive business leader, with demonstrated instincts about choosing successful paths for institutional growth, development, and sustainability

Ideal Profile Characteristics

- A dynamic, energetic communicator who can influence others to action, be they staff, trustees, donors, elected officials, corporate executives, members, volunteers and other supporters

- A leadership style that promotes creativity, accountability, resourcefulness and excellence across the entire team along with a preference toward action would be highly valued
- This person will have exhibited leadership in change and talent management. Additionally, the candidate will be trustworthy and display a high level of respect, humility, loyalty, and personal integrity
- Bachelor's degree with 10+ years of senior management experience is required. Master's degree is highly preferred.

Applications and nominations are being received by Kittleman & Associates, LLC. To apply, please send a current resume and letter of interest to <https://www.kittlemansearch.com/indiana-historical-society/>

For more information on the Indiana Historical Society, please visit <https://indianahistory.org/>