

Executive Director

Cherokee Historical and Preservation Society, Inc. (CHAPS)
Cherokee County Museum

Position Overview

The Executive Director of the Cherokee Historical and Preservation Society, Inc. (CHAPS) serves as the chief executive leader of the organization and the public face of the Cherokee County Museum. This role advances CHAPS' mission to preserve regional history and share the history of Cherokee County by providing strategic leadership, overseeing daily operations, cultivating community partnerships, and ensuring the longterm financial and organizational health of CHAPS and the museum.

The ideal candidate balances strategic planning with hands-on management, builds strong community relationships, and champions programs that make history accessible and engaging.

Key Responsibilities

Leadership & Strategic Direction

- Lead the organization with a **strong sense of direction** aligned with CHAPS' mission, values, and longterm goals.
- Develop, implement, and evaluate strategic plans that support organizational growth, sustainability, and community impact.
- Serve as the primary spokesperson for CHAPS and the Cherokee County Museum.
- Collaborate with the Board of Directors on policies, priorities, and strategic direction.

Operational Oversight

- Supervise museum staff to ensure high standards for visitor experience, educational value, and historical integrity.
- Oversee the development and delivery of community programs such as Black History Month, Fort Thicketty Liberation Day, school tours, and other missionaligned initiatives.
- Guide staff in collections management, exhibition planning, research, and preservation.
- Approve publicity materials to ensure consistent and accurate representation of CHAPS and the museum.

Fundraising, Development & Grant Management

- Secure financial support through grants, fundraising events, sponsorships, donations, and other revenue streams.
- Maintain and expand relationships with funders while cultivating new funding opportunities.
- Engage with municipal, county, and state representatives and agencies to advocate for CHAPS' mission and funding needs.

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- Strengthen partnerships with key organizations, including the SC250 Commission, Cherokee County 250 Commission, the Liberty Trail, SC Arts Council, SC Humanities, SC Department of Archives & History, Foundations and Corporations.

Financial Management & Reporting

- Oversee preparation of financial reports, grant budgets, and required documentation; collaborate with the Finance Committee as needed.
- Supervise the Administrative Assistant on financial reporting and grantrelated requirements.
- Maintain accurate records of grant deadlines, awards, reporting requirements, and funding cycles.
- Provide monthly activity and funding reports to the CHAPS Board and prepare annual reports for the membership.

Qualifications

- A degree in history, business management, public administration, education, or a related field.
- Demonstrated leadership experience.
- Proficiency with standard office software, digital tools, communication platforms, and professional writing.