

Michigan Supreme Court Historical Society

Immediate Job Opening: Executive Director

The Michigan Supreme Court Historical Society is a nonprofit 501(c)(3) organization dedicated to preserving documents, records, and memorabilia relating to the Michigan Supreme Court and educating the public about the role and history of the Court. The Society produces publications, special events, and other projects to achieve its goals in preservation and education. The Society is led by a Board of Directors and has a membership that has varied between approximately 250 and 400 members. The headquarters of the Society is in the Hall of Justice in Lansing, Michigan. The Society is scrupulously nonpartisan and nonpolitical.

The executive director reports to the Board of Directors (typically through the President and the officers), serves as the on-site liaison to the Michigan Supreme Court justices and staff, and administers the day to day operations of the Society. Job duties involve project management and office management tasks and require skills in communication, organization, development, and marketing.

Project management duties (working in coordination with the Board and its Committees) include planning for two regular events per year (a membership luncheon and Advocates Guild Dinner) as well as other special events as needed including investiture ceremonies and portrait dedications at the Court; preparation and editing quarterly publication of a member newsletter and other society publications; social media (via Facebook and the like) and website updates; managing the historic portrait collection and arranging for restoration as needed; coordinating oral history interviews with former Michigan Supreme Court justices; selecting and supervising the interns working for the Society, serving as liaison with the Learning Center at the Hall of Justice, and new Society initiatives.

Office management duties include preparing and tracking the annual budget; bookkeeping and paying bills; data entry and tracking membership; processing donations; fundraising via payment reminders and acknowledgements; filing; scheduling meetings of the Board and its committees and arranging for catering and parking; and correspondence via memorandum, letter and email.

The ideal candidate will be familiar with the bench and bar of Michigan, have an interest in law and history, and a background in a complementary field such as communications, education, law, or development. Undergraduate and advanced degrees will be looked on favorably. Experience with nonprofit organizations is a plus. The ability to work collaboratively with the Board as well as independently is essential, as are initiative and enthusiasm. Supervisory skill with respect to the interns employed by the Society is also required. Writing skills and the ability to plan and manage a budget are essential, as are computer skills with Word, Word Press, budgeting software and the like.

Presence at the Society's office at the Hall of Justice is required two to three days a week to receive mail; inspect the portrait collection; host meetings; liaison with the Learning Center; and perform other duties. Remote work is otherwise discretionary. An average of a 40 hour week is expected but there is flexibility as to when the work is performed. Limited travel is involved for events in Michigan. Professional development through relevant group membership is encouraged and the Society reimburses expenses for an annual conference.

The salary range for this position (depending on the skills and experience of the candidate) is \$50,000 to \$60,000 annually. Parking is paid by the Society but there are no additional benefits.

Please submit a letter of interest, resume and list of three professional references to the Society President Carl Herstein at carl@hersteins.com.