Job Title:
Evansville African American Museum Executive Director

Job Category:
Executive Director

Location:
Evansville, IN

Travel Required:
Limited

Position Type:
Full Time/Exempt

Salary Range:
$45,000.00 - $55,000.00

Supervisor:
Board of Directors Executive Committee

Reporting to:
Board of Directors Executive Committee

Applications Accepted By:

Email: eaampresident@evansvilleaamuseum.org

Mail: 579 S. Garvin St. Evansville, IN

Job Description

**Position Summary:**

Reporting to the board of trustees, the Executive Director will have day-to-day oversight of all operations, with an active presence within the city. They will build collaborative partnerships to
ensure that annual and strategic goals are achieved. The Executive Director will also serve as the organization’s representative to the general public and community at large and will function as the liaison between grantors, governmental representatives, and community partners. The Executive Director will provide significant oversight and guidance to the organization’s budgeting and financial management efforts. Complying with federal and state rules and regulations, this individual will ensure that Evansville African American Museum continues to find innovative approaches and funding sources for preservation and restoration and new programs that support its mission.

Roles and Responsibilities:

· Governance and Strategic Visioning in partnership with the board, develop and implement the organization’s Strategic Plan to support its mission and determine its short- and long-term programming, financial, and partnership goals.

· Advise the board regarding all financial, programmatic, and management challenges facing the organization and actively maintain a collaborative working relationship with clear and timely communications

· Provide leadership and guidance for staff members to maintain an organization with the highest ethical standards, ensuring that the necessary organizational structure, policies, systems controls, and procedures are in place and regularly reviewed for effectiveness.

· Develop and maintain solid financial operations, prepare an annual operating budget with senior staff and the Finance Committee, provide timely ongoing updates on financial operations to ensure the most effective use of resources, and ensure effective financial management, adhering to annual budget goals and established financial policies and procedures.

Collections Stewardship, Exhibition, and Program Planning:

· Oversee exhibition development/installation and publication production, manage core mission-related activities, maintain historic preservation standards, and converse knowledgeably with preservationists.

· Support the development, management, and care of the permanent collection in collaboration with the collections staff and relevant board committee.

· Seek opportunities to develop and strengthen collections and programs through partnerships with other historic and heritage organizations, collectors, and educational institutions.
Traits and Characteristics:

The Executive Director will be a versatile and resourceful leader who values frequent interaction and collaboration with others. An active member of the community, this individual will be people-oriented and will appreciate others’ skills, experience, and input in developing goals and achieving successful outcomes. The Executive Director will bring a balance of professional expertise, credibility, interpersonal skills, and commitment to internal and external stakeholder satisfaction, along with a strong capacity for self-management and the highest levels of personal accountability and integrity. A confident fundraiser with a record of success in grant writing, major gift solicitation, and events, this individual will be versatile and tenacious.

Customer and Donor Focus – The dedication to consistently place a high value on visitors and donors and to objectively listen to, understand, and respect feedback, anticipate needs, develop appropriate solutions, and exceed expectations.

Qualifications:

Qualified applicants must have a bachelor’s degree (master’s degree preferred) as well as evidence of significant and increasing responsibility in a senior management role within a historic, education, museum, or member-based organization. At least two -three years of supervisory experience with a proven track record as a collaborative leader of both staff and volunteers is necessary. Knowledge of the historic site field, with connections for cultural sites and awareness of best practices, is preferred. Candidates must also demonstrate strong communication skills and proven effectiveness in collaborating with boards and working with diverse groups of individuals. Qualified applicants must have the ability to travel to various donors, or sites within the community and work a flexible schedule, including evenings and weekends.