

Executive Director, [National Building Arts Center](#)

2300 Falling Springs Rd, Sauget IL 62206

The [National Building Arts Center](#) (NBAC), located 3.5 miles from St. Louis's Gateway Arch, fosters understanding of America's built environment—past and future—by promoting creative public engagement with its unparalleled collection of architectural artifacts and archives.

NBAC is a unique study center and museum, housing the nation's largest collection of [architectural artifacts](#) as well as an extensive [research library](#) in architecture and the allied arts.

Position Description

Classification: Full-Time

Schedule: Mon-Fri, 9am-5pm (Some evenings/weekends required for special events)

Reports to: [Board of Directors](#) (BOD)

Position Summary: The Executive Director works closely with the BOD and NBAC staff to advance the Center's mission. The Executive Director is responsible for daily management and operations as well as strategic plan implementation, fundraising, budgeting and finances, program and exhibition development, staffing, and collections management. The successful candidate will possess the experience, energy, and vision to bring regional and national recognition to NBAC as a unique cultural resource.

Detailed Responsibilities:

- Provide leadership and oversight to all aspects of daily operations; ensure that the facility is well-maintained and that collections and exhibits are interpreted and preserved to the highest standard. Work with staff, volunteers, and interns while assisting donors, visitors, and researchers as needed.
- Oversee financial accounts and complete payroll in coordination with contract bookkeeper. Prepare and balance annual budget (currently under \$250,000 per year) and work with BOD members to manage and grow existing revenues.
- Work with BOD to develop, refine and implement policies, development campaigns, and strategic plans. Engage board members in philanthropy, event

planning, and other areas utilizing member skills and knowledge; report monthly to BOD.

- Manage professional staff (currently one Archives and Collections Manager @ 1.0 FTE) and strong base of organizational volunteers (currently c. 20+).
- Serve as lead fundraiser for NBAC, representing the museum to donors and foundations. Implement development campaigns to achieve annual budget goals, including major gift solicitation, membership appeals, and legacy giving programs. Provide support to board's solicitation of donors.
- Research and write grant applications to secure funding from public funders and private foundations.
- Oversee education programs, including monthly volunteer docent-led tour programs, lectures, workshops and other events. Oversee training and staffing for tour program.
- Manage facilities, ensuring that buildings and work vehicles are maintained to appropriate standards. Hire and oversee contractors engaged in work on facility buildings, equipment, and utilities.
- Plan, coordinate, and execute fundraising and special events for members, donors, and the community at the Center and in other locations.
- Conceive and prepare new exhibitions. Assure that all exhibitions are well-researched, and that displayed objects are in excellent condition.
- Work with Collections and Archives Manager to maintain and document existing collections of objects, photographs, and archival materials as well as those objects on loan to the NBAC. Properly store and exhibit objects according to best practices. Seek out new acquisitions and loans. Carefully review collections for deaccession material in accord with collections policy and professional museum standards.
- Enhance community visibility by improving NBAC's online presence, constituent communications, and building relationships with local media.
- Develop relations and partnerships with local and regional organizations whose work impacts NBAC.
- Carry out or oversee all other duties required to operate an efficient and well-managed museum and 501c3 organization.

Education and Experience

- Bachelor's degree required; advanced degree preferred in museum studies or one or more areas related to the collection (including architecture, history,

historic preservation, building technology, arts administration, or related fields).

- 5+ years of museum or historic-site experience with progressive leadership responsibility and staff supervision preferred.

Proficiencies

- Demonstrate professional experience with non-profit, business, or museum management.
- Demonstrate familiarity with museum or library collections policies.
- Demonstrate professional or volunteer fundraising experience.
- Display excellent interpersonal, written, and verbal communication skills.
- Demonstrate effective organizational and time-management skills with the ability to prioritize and multi-task efficiently.
- Prove capable of working independently and leading a team with wide-ranging skill sets.
- Be creative, highly motivated, outgoing, and detail-oriented with a strong work ethic.
- Demonstrate ability to handle sensitive situations with discretion.
- Show strong computer skills with a working knowledge of Quickbooks, Microsoft Office, and various social media platforms. (The museum uses CatalogIt software for the collections management.)
- Be available to work some weekends and evenings as needed.
- Demonstrate knowledge of architectural and/or urban history.
- Have strength and mobility sufficient to perform most duties, including lifting objects, stooping, bending, climbing ladders, and working in tiring and occasional uncomfortable positions.
- Possess valid driver's license.

Compensation

Salary range of \$70,000 to \$80,000, commensurate with experience. Benefits include paid holidays, health care subsidy, and retirement contribution.

TO APPLY

Submit cv, cover letter, and the names of two references to board@nationalbuildingsarts.org. Please include 'EXECUTIVE DIRECTOR' in the subject line. No phone calls please. Deadline for applications is **1 November 2025**.

The National Building Arts Center is an Equal Opportunity Employer.

The National Building Arts Center respectfully acknowledges the Indigenous peoples and lands on which our museum resides. We exist in an area that includes the traditional homelands and territories of The Illinois Confederacy, including the Cahokia, Kaskaskia, Michigamea, Peoria, and Tamaroa; and the Kiikaapoi (Treaty of Edwardsville, 1819), Myaamia, Aakiiwaki (Sauk), Meskwaki (Fox), Ho-Chunk (Winnebago), Kaw, Missouriia, Quapaw, Ponca, Omaha, Osage, Onödowá'ga (Seneca), o-ga-xpa ma-zho, Očhéthi Šakówinj, and others. We are honored and grateful to reside on Native land.