Executive Director Job Description

Position Summary

The Executive Director reports to the Chair of the Board of Directors and is charged with managing the day-to-day operations of the museum, including fund development strategies and execution. The Executive Director interprets and applies the policies adopted by the museum’s Board of Directors and coordinates with the Board to manage the operations and activities of the museum. With support from staff, the Executive Director plans and directs all museum activities and operations and is responsible for the museum’s collections, education, scholarship, public programs, and museum store.

Primary Responsibilities

Provides the staff with vision and leadership for the institution’s growth and development and to achieve the goal of international prominence and recognition; develops strategies and initiatives to fulfill the museum’s mission, increase its audiences nationally and internationally; and ensures its financial stability and growth.

Directs the maintenance, display and general welfare of the collection in accordance with the highest professional and ethical standards.

Through supervision of senior managers, plans, organizes and directs the activities of professional and non-professional staff in all divisions of the museum; prioritizes and organizes human and financial resources; develops, coordinates, approves and executes policies, methods and procedures affecting all areas of the museum.

Serves as a spokesperson and advocate of the museum (in addition to members of the Board of Directors and other staff); effectively represents the institution to community, professional, governmental, civic and private agencies; enhances the organization’s public image to expand interest and support.

Actively solicits strategic partnerships and collaborations, State support, outside private support; and cultivates gifts and bequests.
Under the direction of the Chairman of the Board of Directors, provides the overall leadership, direction and information required for the Board of Directors to make decisions and take actions; recommends policies and plans to the Board of Directors.

Develops and continues to review—with assistance from the Board—the museum’s strategic plan to ensure continued strategic partnerships and fundraising to meet its education, collections, and financial goals.

Develops and implements plans and programming to address current events and changing operating environment.

Other duties as assigned by the Board of Directors.

**Skills and Qualifications**

Record of professional accomplishments; demonstrated success in fund-raising, audience development, and institutional planning; commitment to excellence in all aspects of museum management including scholarship, education, collections care, public outreach and institutional development.

Excellent managerial, planning, organizational and administrative skills; strong interpersonal and written/oral communication skills; high level of presentation, negotiation, problem solving and conflict resolution skills.

Ability to provide strong leadership, vision and strategic direction, inspire and motivate staff, volunteers and donors; establish and maintain effective working relationships with a variety of representatives of public and private organizations, members of boards, foundations, commissions and support groups, organizational managers, museum staff; and the general public.

Ability to recruit, develop, and retain a highly qualified workforce to support museum mission and operations.

**Education:**
An advanced degree in African American history or museum studies and an experienced track record of museum operations (terminal degree preferred). Education and work experience concentrated in African American history or museum studies preferred.

**The position reports to:**
The Museum’s Chair of the Board of Directors.

This is a full-time position with State benefits. Salary commensurate with experience. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, marital status, or disability unrelated in nature and extent so as to reasonably preclude the performance of the employment.

Please send cover letter, resume, and three professional references to Admin.Department@lewismuseum.org. No phone calls, please.