

Woodlawn Museum seeks an Executive Director to provide dynamic leadership and to direct policymaking, planning, organization, staffing, and operations. The Executive Director will work closely with the Board of Directors to refine and implement a progressive program for the Museum's capital campaign and fundraising, exhibitions, collections management, educational activities, and community outreach.

Summary of Responsibilities:

- Works in conjunction with the Board of Trustees to implement the strategic direction and establish initiatives to fulfill the mission of the Museum.
- Directs the museum's operations, to include development, education and public programming, finance, external communications, property management, events, and staffing.
- Manages and leads staff, volunteers, and consultants.
- Leads and participates in all fundraising and development activities, including grant writing and developing relationships with foundations, corporations, and individual donors.
- Serves as spokesperson and chief advocate for the Museum. Establishes strong partnerships in the community. Directs the overall development of public relations and marketing initiatives. Develops an effective communications plan to raise the profile of the museum.
- Oversees the management of 180-acre campus and facilities of the Museum, as well as the collections held in public trust.

Required Qualifications:

- Educational background in and/or experience with historic preservation, history museums, historical societies, libraries, or archives is required. Ideal candidate will have a master's degree and at least five years' experience at a senior managerial level. Individuals with a Bachelor of Arts or Science with at least seven years of experience will be considered.
- Strong record of success in fundraising, stewardship, donor relations, and volunteer management.
- Proven track record in managing museum operations, including personnel matters. Demonstrated ability to supervise, as well as to work successfully with, museum staff, volunteers, and diverse public constituencies.
- Evidence of success in developing, managing, and growing an annual operating budget. Strong business management skills.
- Excellent planning, time management, and decision-making skills. Working knowledge of spreadsheet, database, email, calendar/scheduling and donor management software.
- Willingness to work a variable schedule, including weekends and evenings when needed. Salary is commensurate with experience. Competitive benefits package.
- Proven ability to work cooperatively, diplomatically, and effectively with Boards, volunteers, and in community relations and outreach capacities.
- Willingness to work a variable schedule, including weekends and evenings when needed. Salary is commensurate with experience. Competitive benefits package.

HOW TO APPLY Send an electronic submission consisting of a single pdf including a cover letter and resume to the following address: director@woodlawnmuseum.org. Your cover letter and resume should contain detailed information concerning your work experience, past successes, leadership experience, qualifications, and fundraising capabilities. Please be prepared to provide contact information for professional references upon request.

No phone inquiries, please. Review of applications will begin on September 1, 2020.

Woodlawn Museum is an equal opportunity employer.