

Woodlawn Museum seeks an Executive Director to lead the organization through an exciting time of expansion and innovation. The successful applicant will oversee all aspects of the Museum's day-to-day operations from routine maintenance of the historic buildings and managing staff and volunteers to budgeting and financial planning. The new Executive Director will also collaborate with the Board of Directors on the final public phase of The Campaign for Woodlawn to rebuild our historic barn as an education hub, archive, and visitors' center. Oversight of the barn's construction and providing leadership around educational programming and community events in the new facility will be key elements of the new Director's job.

Summary of Responsibilities:

- Serves as spokesperson and chief advocate for the Museum.
- Establishes strong partnerships in the community.
- Directs all aspects the Museum's routine operations.
- Works effectively with the Board of Trustees to implement the strategic direction and fulfill our mission.
- Manages and builds collaborative relationships with staff and volunteers.
- Leads and participates in all fund-raising and development activities.
- 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.

Job Qualifications:

- Educational background in and/or experience with historic preservation, history museums, historical societies, libraries, or archives. Preference will be given to candidates with both professional training and hands-on experience in these fields. The ideal candidate will have at least five years of experience as a senior manager in a non-profit setting.
- Preference will be given to candidates with broad experience in fund-raising and development work including major donor work, annual fund solicitation, and grant writing.
- Proven track record in managing museum or similar non-profit 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.
- Effective planning, time management, and decision-making skills. Working knowledge of spreadsheet, database, email, calendar/scheduling and donor management software.
- Proven ability to work cooperatively, diplomatically, and effectively with Boards, volunteers, and the broader community.
- Willingness to work a variable schedule, including weekends and evenings when needed.

Salary is commensurate with experience. Competitive benefits package. All finalists should be prepared to travel to Ellsworth as part of the interview process.

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 April 1, 2021.

Woodlawn Museum is an equal opportunity employer.