

## **JOB DESCRIPTION: RALEIGH CITY MUSEUM EXECUTIVE DIRECTOR**

07.01.2008

**Position Scope and Objectives:** The **Executive Director** is responsible for the development, execution, and management of the policies, programs, and initiatives of the Raleigh City Museum (RCM) as directed by its Board of Directors in its mission of preserving Raleigh's history.

### **QUALIFICATIONS:**

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

*Note: The listed duties are illustrative and are not intended to describe every function that may be performed by this job. The omission of specific statements does not preclude the Board of Directors from assigning specific duties not listed if such duties are a logical assignment to the position.*

- Assumes management responsibility for all services and activities of the Raleigh City Museum.
- Recommends and administers policies and procedures of the Board of Directors.
- Develops an Annual Work Program and Annual Budget for the RCM.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the organization.
- Develops, in conjunction with the Board of Directors, strategies for enhancing RCM.
- Primary responsibility in the development, implementation, and oversight of the RCM Strategic Plan.
- Develops and maintains effective relationships with persons and groups directly or indirectly involved in the planning, maintenance, operations, and development of RCM.
- Develops and maintains a close and effective working relationship with the Mayor and other elected and appointed officials of the City of Raleigh in carrying out the RCM's contractual obligations with the City.
- Coordinates the activities of and assists committee members with implementation of the work plan.
- Serves as the RCM's primary external contact and spokesperson, including interaction with the media, community associations, and others as necessary and appropriate.
- Hires, supervises, trains, and evaluates staff members, as well as overseeing the work of professional consultants.
- Develops – in conjunction with the Chair – the agenda for the Board meetings; attends and reports to the Board at its meetings; oversees or performs an accurate recording of the proceedings; and distributes information as requested.
- Prepares a variety of special reports as requested by Board members.
- Understands the role of technology in information exchange and will work to ensure that RCM employs the contemporary and innovative methods needed to reach a multiple demographic groups.
- Oversees and coordinates fundraising and donor management activities. Identifies new initiatives and partnerships to grow the RCM membership and revenue.
- Responsible for grant writing and community/corporate sponsorships.

## **NECESSARY SKILLS AND EXPERTISE**

- Strong understanding of non-profit management.
- Strong understanding of organizational finance and management.
- Expertise in crafting public/private partnerships.
- Ability to develop and implement long-range plans.
- Strong understanding of design principles as they relate to boutique museums.
- Understanding of issues confronting the non-profit world, donors, public agencies, and community organizations.
- Ability to work closely and effectively with a Board of Directors and its Executive Committee and Officers.
- Ability to work closely and effectively with both public and private sector individuals, officials, and organizations.
- Ability to develop and maintain effective working relationships with Raleigh City Council, business owners, financial institutions, non-profit partners, City staff, and community members.
- Strong written and verbal communication skills, particularly public speaking.
- Budget preparation, fiscal management and analysis.
- Ability to supervise and manage professional, volunteer, and administrative staff members.

## **MANAGEMENT**

- Ability to develop long-term plans and programs and to evaluate work accomplishments.
- Ability to analyze facts, exercise sound judgment, and arrive at valid conclusions.
- Ability to communicate ideas clearly and concisely, verbally, and in writing.
- Ability to establish and maintain effective working relationships with stakeholders, colleagues, subordinates, Raleigh city officials, officials from other governmental and private organizations, and the general public.
- Ability to develop and control operating budgets. Skill in budget preparation and fiscal management.
- Must be experienced in organizational development and have demonstrated the ability to win the trust and confidence of diverse stakeholders, constituencies, and public and private collaborative organizations.
- The ideal candidate will possess a demonstrated record of performance leading change.
- History and proven track record of influencing diverse organizational stakeholders with regard to coordinated strategic planning, branding, and unified tactical implementation.
- Ability to communicate with the Board of Directors.

## **PUBLIC RELATIONS**

- Experience serving as the organization's chief spokesperson.
- Experience developing and implementing an effective, centralized public relations program.
- Knowledge of public information and community relations concepts, principles, methodology, and techniques.
- Proven media relations and issues management experience.
- Ability to develop, implement, and evaluate public opinion surveys and related data collection vehicles.
- Knowledge of current and emerging public relations issues and trends applicable to the museum and cultural fields.

## **MARKETING**

- Demonstrated ability to conceptualize, design, implement, and evaluate a fully integrated strategic marketing program. The ideal candidate must be able to proactively position RCM as a premier destination – create and sell the vision.
- Proven experience developing research-based programs that address image and brand awareness in a competitive marketplace. The ideal candidate will become familiar with the history of Raleigh and be able to articulate the city’s vision as a center of commerce, culture, and entertainment.

## **PERSONAL**

*The candidate should possess the following Leadership Competencies:*

- Managing People and Performance
- Leading and Directing
- Managing and Leveraging Relationships
- Communication and Presentations
- Strategic Thinking
- Analyzing and Deciding/Problem Solving
- Planning and Organizing
- Executing for Results
- Fostering Innovation and Change
- Achievement-Oriented Focus
- Adapting to Change and Stress
- Upholding Standards of Excellence

## **EDUCATION AND WORK EXPERIENCE**

Preferred: Bachelor’s Degree in the following or closely related fields:

- Finance, History, Business administration, Education, or Public Administration.

The ideal candidate should have at least ten years experience in an advancing level of executive and managerial capacities. A successful and demonstrated track record of fundraising is desired, with a minimum of \$150,000 of funding raised annually. Candidate will have previously served as an executive director of a similar sized non-profit organization, preferably in the field of arts and culture, and will demonstrate the passion needed to advance the mission of the RCM.

## **COMPENSATION**

The salary range for the position of Executive Director of the RCM is \$45,000 - \$55,000 annually, depending on experience and qualifications. Vacation and health benefits are provided. Supplemental compensation such as incentive-based bonuses, comp time, and retirement benefits are available and negotiable for the right candidate.

## **HOW TO APPLY**

Interested candidates should submit an updated resume, cover letter, and three professional references to [executiveboard@raleighcitymuseum.org](mailto:executiveboard@raleighcitymuseum.org) by July 31, 2008. The cover letter should address four major areas of information, including: comparable work experience and past successes, leadership experience and qualifications, fundraising capacity, and a statement to convey an understanding for the rich history of and the evolving demographic constituency within Raleigh, NC. It is the goal of the Executive Search committee of the RCM Board of Directors to make a hiring recommendation to the full Board by August 15, 2008, with the approved candidate able to assume the Executive Director position in early September, 2008.

PLEASE, NO PHONE CALLS.