



Executive Director, The American Independence Museum

The American Independence Museum seeks an entrepreneurial and creative leader to direct the Museum into its next phase of operations and guide future growth and outreach.

ABOUT THE MUSEUM

The American Independence Museum promotes awareness, increases understanding and celebrates the freedoms of American Independence so as to encourage and inspire civic engagement today.

Founded in 1991 with the strength and guidance of the Society of the Cincinnati in the State of New Hampshire, the Exeter Community and the State of New Hampshire, the American Independence Museum celebrates the events that secured the freedom and independence that we as Americans continue to enjoy today.

Today, the Museum is in a unique position to serve residents, schoolchildren and visitors to New Hampshire and the region by making our history relevant and fun. In so doing, we aim to ignite a passion in our visitors to appreciate all those who fought for our freedom, continue to fight for our freedom, and to understand the importance of preserving those freedoms by community and civic engagement.

POSITION SUMMARY

The Executive Director provides leadership and oversight to the American Independence Museum. This includes leading and empowering volunteers, attracting donors and growing Museum resources. Reporting to the President of the Board of Governors, the Executive Director manages a small staff and is responsible for community relations and audience development, fundraising, long range planning, Board relations, operations, financial plans, budget and program management. The Executive Director ensures the Museum's assets and programs are consistent with and guided by our strategic plan, best practices, fiscal accountability, and institutional impact and effectiveness goals. The Executive Director responsibly cultivates and develops revenue while building participation and membership. The Executive Director maintains ongoing and appropriate communication with the Board of Governors, NH Society of the Cincinnati and the Trustees of the American Independence Center while fostering a supportive working relationship, providing periodic updates and responding promptly to any requests for information.

This is an opportunity for an innovative leader to bring new ideas and resources to the organization, while ensuring the Museum is serving its community, and visitors as an important cultural institution.

KEY RESPONSIBILITIES

Operations - Manage Museum activities, services and operations; prepare and maintain records, write organizational policies and procedures and document Museum operations, in accordance with the law and best practices. Supervise maintenance of physical plant and identify capital improvement needs.

Strategic Leadership - Prepare, develop, and implement strategies and initiatives to achieve long-range plans and advance Museum mission. Assess Museum needs and develop goals, objectives, and performance measures. Adhere to Museum's 2021 Strategic Plan and, where applicable, update Strategic Plan with new goals and information.

Financial Management - Develop and manage Museum budget; approve expenditures, assure compliance with contractual agreements and legal or program requirements. Administer grants, endowment, annual donations, and other Museum funds. Meet regularly with the Board to ensure effective financial planning and management.

Fund Development – Work with the Board and Museum Advancement Committee to establish development initiatives and play a lead role in fundraising. Coordinate donor relations; develop strategic revenue producing partnerships; oversee the research and preparation of grants and approach of businesses and corporations; develop and maintain relationships with key funders, represent organization to funders and donors.

Human Resources – Supervise staff and volunteers. Promote and expand volunteer participation. Ensure and maintain a competent staff capable of supporting our Strategic Planning initiatives. Maintain, hire, train, supervise, support, and review staff in accordance with Strategic Planning initiatives.

Public Programs - Organize and oversee the development and implementation of exhibits and programs that advance the goals of the Museum, as outlined in the strategic plan.

Governance - Communicate with Board, Ambassadors, and committee members, providing information and support while maintaining engagement. Develop new committees to expand volunteer involvement in Museum work such as Programs and Advancement Committees. Steward the Ambassadors program. Review and ensure adherence to bylaws. Provide updates to American Independence Center Trustees and Society of the Cincinnati in the State of New Hampshire members.

CHARACTERISTICS AND QUALIFICATIONS

1. Skilled at interpersonal relationships, motivating others, and building internal and external relationships around a shared vision;
2. Entrepreneurial, with enthusiasm for new ideas, a willingness to build processes that support innovation, and an ability to find original solutions to the complex challenges of sustainability and relevance;
3. Demonstrated superior communication skills, including public speaking and writing;
4. Ability to assess the organization's core strengths and to translate those into programs and exhibits that engage the public;
5. Ability to work independently with minimal direction, to prioritize and to execute on time and on budget.

The Executive Director of the American Independence Museum should have a degree in an appropriate discipline or equivalent combination of education and at least 5 years increasing responsibility in a cultural, nonprofit organization. The position requires knowledge and ability in fundraising, marketing, audience development, branding, and museum operations. Technical expertise in historic buildings or in collections management is not a requirement.

WORKING CONDITIONS

Work is performed in an office on-site, during regular business hours. The position is part-time, salaried, 30 hours per week with vacation and holiday benefits and offers a competitive salary. The Executive Director maintains a consistent schedule, however additional night and weekend events are important to the organization's success.

To apply, please send resume, cover letter and salary requirements to edsearch@independencemuseum.org by January 31, 2017. EOE.