

African American Museum of Iowa

POSITION DESCRIPTION

Executive Director

Overview

The Executive Director is responsible for overseeing all aspects of the Museum's operations, including staff management, fundraising, strategic planning, board development, and community engagement. This full-time and fully in-person position reports to the Board of Directors.

Position Impact

The Executive Director's leadership is crucial to ensuring the Museum remains a vibrant and relevant institution that serves as a beacon of history, education, preservation, and inspiration for the entire state of Iowa.

Qualifications

A minimum of five years of experience in a nonprofit leadership role is preferred, ideally within a cultural or educational institution. Experience in staff management, fundraising, strategic planning, board development, and stakeholder engagement. Candidates with a proximity to the Midwest, have a deep understanding of and commitment to the Museum's mission, with a strong emphasis on the candidate's lived experience and cultural competency are encouraged to apply. Excellent communication, interpersonal, and leadership skills, with the ability to inspire and motivate a diverse team and community. Proven track record of successful fundraising and financial management, with the ability to develop and maintain strong donor relationships. A Bachelor's degree in Business, Non-Profit Administration, Organizational Leadership, Museum Studies, or related field is required. Must be available to work weekends as needed to support the Museum's mission and related programs and events

Key Responsibilities

Leadership and Staff Oversight

- Provide visionary leadership to the Museum, ensuring alignment with its mission and strategic goals.
- Oversee the recruitment, management, and development of a diverse and dedicated staff, fostering a collaborative and inclusive work environment.
- Implement policies and procedures that promote operational efficiency, accountability, and continuous improvement.

Fundraising and Financial Management

- Supervise the Museum's Development Director in establishing and executing comprehensive fundraising strategies to secure financial support from individual donors, foundations, corporations, and government grants.
- Responsible for the preparation and management of the annual budget, ensuring the Museum's financial stability and sustainability.
- Cultivate and maintain relationships with key stakeholders.

Strategic Planning

- Lead the development and implementation of the Museum's strategic plan, ensuring the institution's long-term growth and impact.
- Direct the Education department in the expansion of programs, partnership development, and community outreach that align with the Museum's mission and goals.
- Monitor and assess the effectiveness of programs and initiatives, making data-driven decisions to enhance their impact.

Board Development and Governance

- Collaborate with the Board of Directors to ensure effective governance and strategic oversight.
- Provide regular updates to the Board on the Museum's performance, financial health, and strategic initiatives.
- Assist in the recruitment, orientation, and development of board members, ensuring a diverse and engaged board.

Community Engagement and Advocacy

- Serve as the public face and spokesperson for the Museum, representing its mission and values in the communities served across the state.
- Foster strong relationships with statewide community leaders and organizations to enhance the Museum's visibility and relevance.

Salary & Benefits

The salary for this position is \$65,000 - \$70,000 annually, commensurate with listed qualifications and experience.

Health Insurance - Health insurance (employee only): The AAMI pays 80% towards the individual cost of the employee's single health insurance plan. The AAMI also provides dental and vision insurance to full-time employees (employee only) at no charge to the employee.

Leave - Full-time employees will accrue paid vacation on the first day of the month based on their length of service from the most recent date of hire or their first date as a full-time employee. *160 hours annually during the first 9 years of employment.* Sick leave, bereavement leave, and salary continuance are also part of the benefits package.

Holidays - 10 Paid Holidays

How to Apply

Please send a cover letter, resume, and references (2 professional and 2 character) to search@blackiowa.org. This position is open until filled. For more information about the Museum, visit our website at blackiowa.org. Please direct questions to search@blackiowa.org.