

Mitchell Museum of the American Indian

Staff Position: Part-Time Executive Director

Location: Evanston, IL

Salary Range: \$45,000 @ 24 hours per week.

Reports to: Board of Directors

Position Summary

The Executive Director provides leadership in all areas of the Museum's operations. The Executive Director is responsible for the intellectual and programmatic direction of the institution, including exhibition planning and public presentations; for the productive management of its staff; and for its financial health. The Executive Director plays a key role in the fundraising efforts of the Museum, along with the Board of Directors, and is the central figure establishing the Museum's presence and profile in the community.

The Executive Director works collaboratively with the Board of Directors in furthering the museum's overall mission. In concert with the Board of Director's Committees and/or Task Forces they prepare plans, policies, and procedures for presentation to the full Board for its approval. The Executive Director makes recommendations to and carries out actions authorized by the Board. The Executive Director reports to the Board of Directors through the President of the Board and attends all Board related meetings.

Experience

- Minimum Bachelor's Degree, preferred Master's degree or equivalent experience in nonprofit management, museum studies, or business management/development as well as 5-7 years working in a senior management role within a museum, historic, or education based organization.
- Strong interest, respect and knowledge of American Indian and First Nations history, culture, and art and must possess the ability to effectively collaborate with American Indian leaders, artists, writers, educators and community members in addition to museum constituents.
- Proven ability to work cooperatively, diplomatically, and effectively with boards, staff, volunteers, and in community relations and outreach capacities. Must be able to build and maintain relationships with museum's major donors.
- Working knowledge of spreadsheet, database, email, calendar/scheduling, and word processing software. Microsoft 365, QuickBooks, Squarespace, Tock, and Eventbrite, a plus.

Summary of Duties and Responsibilities

- Provide excellent customer service, promote the museum mission and vision in all activities; collaborate with American Indian and First Nation peoples, represent the museum both within and outside the building, and work to fulfill the museum's operating and strategic goals.

- Develop marketing and evaluation plan and maintain active calendar for marketing deadlines, media contacts and distribution lists, and work plan. Create press releases and manage distribution of marketing materials to outside media, and with other websites and venues.
- Coordinate with Board on fundraising plan/strategies and maintain active grant and major donor calendar for overall fundraising deadlines and work plan. Develop and coordinate major fundraising campaigns and benefit events. Work with Board on implementing a yearly budget and reviewing and updating strategic plan and operating plan.
- Lead and oversee all staff activities and provide guidance and content input on staff projects. Interview, hire and/or terminate employees; conduct yearly performance reviews.
- Work with staff to develop and produce fundraising, marketing, evaluation, and membership materials including newsletters, brochures, flyers, invitations, surveys, annual report, sponsorship materials, campaign and benefit materials, and processing mailings of donor proposals.
- Assist curatorial/collections staff in collections care; support the development and management of the permanent collection and external loans, external collections-related requests and in development and design and installation of exhibits.
- Fill-in for Visitor Services including covering phone, admissions desk and museum shop, set-up, lead or assist with tours, crafts, and programs, open and close building for the public hours, programs, and events, and monitor museum security as needed.
- Monitor infrastructure, IT, and maintenance issues and assist in coordinating contractors when indicated for upgrades or repairs.
- Maintain all corporate records and file federal and state reports and tax documents and ensure timely compliance in reporting requirements.

About the Museum

The Mitchell Museum of the American Indian is one of only a handful of museums across the country that focuses exclusively on the art, history, and culture of Native American and First Nation peoples from throughout the United States and Canada. It promotes public understanding of cultural diversity through first voice perspectives.

Since its founding in 1977, the Mitchell Museum has evolved into a cherished resource of collections, exhibits, programs, and activities that introduce visitors from throughout the Chicago region to the cultures of American Indians. The Mitchell Museum's mission is to promote and share a deeper understanding of Native American peoples through the collection, preservation, and interpretation of their traditional and contemporary art and material culture.

How to apply: Please email, in PDF format, your cover letter and resume with contact information to boardpresident@mitchellmuseum.org

No telephone inquiries please. Applications will be accepted until May 30, 2021 or until the position is filled. Currently all interviews will be conducted virtually via Zoom.