

Executive Director

The Museum of Durham History
Location: Durham, North Carolina
Position Opening Date: November 1, 2016
Position Closing Date: March 1, 2017



The Museum of Durham History, which opened in October 2013, is a 21st-century museum that uses stories about people, places and things to foster curiosity, encourage further exploration and promote an understanding of diverse perspectives about the Durham community and its history. Our founding Executive Director helped us develop an innovative approach that packs a powerful impact from a footprint of just a few hundred feet. We now welcome 15,000 visitors per year, but what sets this Museum apart is its personal approach to history using an engaging community model. Thus, we seek a new leader who can build on her success and take us boldly into the future.

Developing partnerships and collaborations is an essential part of our community outreach. The Museum's programs, events and exhibits reflect organizational guidelines that value relevance, inclusiveness and inquiry. Exhibits at the Museum rotate frequently and are accessible online and at various off-site locations in the community. A studio in the Museum encourages the community to capture oral history because of its importance in sharing personal memories, family lore and heritage. These stories recorded by a volunteer "Story Squad" are archived with the North Carolina Collection at the Durham Public Library for public access.

In an effort to broaden an appreciation of Durham's rich history, help beautify neighborhoods and build community pride, the Museum launched the Durham History Groves in 2011. The goal of this project is to enable neighborhoods to create Groves (15 have been completed or are in the works) to honor those who helped make this unique place called Durham.

Durham is a city that is rapidly expanding. The economic development and significant influx of individuals are changing the landscape dramatically. The Museum recognizes its responsibility and role in effectively featuring the city's and county's heritage. The Museum is thoughtfully weaving the threads of the past with the present to keep its citizens and visitors actively engaged as Durham looks ahead to an evolving future.

The Museum is located in the heart of a vibrant and growing downtown Durham only 5 minutes from Duke University and Duke University Health System and 15 minutes from North Carolina Central University. The Museum plays a major role in the rich cultural landscape of Durham and the surrounding Research Triangle community.

Position Description

The Executive Director is the face of the Museum of Durham History to the community. As the primary administrative officer, the Executive Director oversees its general operation and is the visionary who strategically guides its future. The Executive Director reports to the board of directors and has overall strategic and operational responsibility for the staff, programs, and execution of the Museum's mission. The Executive Director must fully embrace and be able to articulate the Museum's mission, purpose, programs, financial requirements, stakeholders' needs and service to its communities.

Responsibilities

Community Relations and Fundraising

- Represent the Museum and its Board well with all constituencies
- Embrace the role of chief fundraiser, working to grow support for the Museum
- Increase revenue through creating and expanding successful relationships with private, public, and community partners
- Expand and develop beneficial relationships with appropriate local and regional public agencies including city, county, and state government
- Develop and deepen communications, partnerships, and working relations with community groups and organizations
- Use internal and external presence and relationships to garner new opportunities that will increase the Museum's resources and overall visibility
- Create a local and regional presence through communicating program results with an emphasis on the successes of programming as a model for similar organizations

Leadership & Management

- Manage staff effectively and nurture a workplace culture of innovative museum practice
- Actively engage and energize the Museum's volunteers and partners through the development of a corps of volunteers and a committee dedicated to this goal
- Develop, maintain, and support an active board of directors who are committed to the Museum's mission and willing to support fundraising, programming, and related activities
- Foster relationships with every board member, promote open, inclusive communication, and be responsive to issues affecting the strategic direction and operating health of the Museum
- Provide appropriate leadership and guidance for the Museum's staff
- Provide policy direction for internal operations, including expectations for all staff, consultants and volunteers
- Implement an effective strategic plan that articulates the Museum's vision, mission, goal, objectives, and prepares it for physical expansion
- Develop and maintain sound financial practices and records

- Ensure that adequate funds are available and properly managed to permit the organization to execute its work and resolve budget issues
- Assure that the Museum meets all legal requirements with regard to financial reporting and controls

Programming

- Work with designated staff to develop programs and exhibits that display an understanding and sensitivity to the uniqueness of Durham's communities
- Work with designated staff to design, install, and evaluate exhibits with an emphasis on meeting all interpretive and visitor needs

Qualifications

The Executive Director must be extremely committed to the vision and mission of the Museum of Durham History and understand the Museum's unique position and role in Durham's communities. The ideal candidate for the position will possess and display a true desire to work in a place whose existence is based upon people and their stories. Qualified candidates must have a bachelor's degree and demonstrable experience in the following areas:

- At least 5 years of management experience in a museum setting or a successful track record of leading/ managing a performance based organization
- Proven track record showing ability to raise and manage an annual budget of over \$200,000.
- A strong record of marketing, public relations and successful fundraising
- An entrepreneurial and innovative approach to business planning
- The ability to develop and implement a plan for fiscal growth and the expansion of facilities
- A demonstrated commitment to quality programs
- Excellence in organizational management including the use of data-driven decisions and program evaluations
- Past success with managing and working with a volunteer board of directors
- Engagement with the museum profession
- Exemplary oral and written communication skills and interpersonal and multidisciplinary project skills
- A desire to work with and embrace diverse groups of people
- Passion, integrity, positive attitude, mission-driven, and self-directed

To apply please send a letter of interest, resume, and three letters of recommendation as one PDF document to hr@museumofdurhamhistory.org or send by mail to the Museum of Durham History, c/o Carlton Wilson, PO Box 362, Durham NC 27702.