

JOB POSTING

EXECUTIVE DIRECTOR, Mid-Atlantic Association of Museums

The Mid-Atlantic Association of Museums seeks an energetic, dynamic, creative, and networked professional to lead the Mid-Atlantic's regional museum association as the Executive Director. This position reports to an active board of directors consisting of regional museum professionals and industry partners and is responsible for the overall operation of the Association. The Association is dedicated to the philosophy that museums must be more inclusive, participatory, and sustainable and that museums can change people's lives. The successful candidate should share MAAM's commitment to equity, diversity, and integrity in the field and work to actively promote these ideas. We value collaboration, accountability, and innovation.

The Executive Director must have daily operational skills combined with visionary thinking abilities to lead the Association's direction, programs, and membership. The Executive Director is responsible for managing and developing an innovative program schedule which presently includes two annual conferences, workshops, networking opportunities, and other resources and materials.

MAAM is in a period of expanding its members' services, and the ED is responsible for successfully delivering the Association's membership services. The Executive Director must have a working knowledge of professional best practices, national trends, and current challenges in the museum sector. As the main spokesperson for the Association and as a leader in the field, the Executive Director must be able to work collaboratively with other organizations and represent MAAM to museums, state and national agencies, universities, corporations, and foundations, along with state, regional, and national museum associations.

The Mid-Atlantic Association of Museums is a not-for-profit membership organization, founded in 1947. Our organization represents museums, professional museum staff at all stages of their careers, as well as related service professionals, providing a forum to enhance the creativity of museums, and educate individuals on an array of issues and ideas that make museums relevant and dynamic in an increasingly challenging world. We chiefly represent those museum interests in Delaware, the District of Columbia, Maryland, New Jersey, New York, and Pennsylvania. Our *Building Museums Conference* has a national and international audience.

The Executive Director works closely with the board of directors to implement the Association's current strategic plan.

Responsibilities

- Plan, implement, and coordinate all efforts to produce the Association's two annual conferences: Annual Meeting and Building Museums. Duties include coordinating all logistics of the meeting, fundraising, coordination of and work on committees, marketing, and determining content of all programming in collaboration with board and conference committees.

- Plan, implement, and produce workshops, webinars, meet-ups throughout the calendar year.
- Support and maintain membership initiatives for members at all stages of their careers.
- Serve as the primary fundraiser for the Association to sustain operations and programs through grants, corporations, foundations, and individuals.
- Write and track grant opportunities and deadlines to support the Association's programming.
- Develop or supervise communications content including website updates, newsletters, social media, webpage resources and serve as the primary spokesperson for the Association.
- Serve as the primary administrator overseeing bookkeeping, fellows and graduate assistants, and including onboarding and personnel management as well as annual filings and reports.
- Develop annual and program budgets.
- Participate and serve on the Council of Regional Museum Associations (CRA) as the representative for the Mid-Atlantic region and collaborate with the CRA on programming.
- Collaborate with MAAM board committees to ensure consistency, optimal integration of program planning and follow-through.
- Coordinate and supervise work of contractors, interns, and graduate assistants.
- Actively participate and contribute input in all MAAM Board Meetings, conference calls, and retreats.
- Represent MAAM and the Mid-Atlantic Region in meetings with the American Alliance of Museums, Institute of Museum and Library Services, and other regional, statewide, and national organizations.
- Establish and maintain partnerships with a range of affiliate organizations.

Required Qualifications

- Background in nonprofit management.
- Excellent communication and writing skills.
- Knowledge of general accounting and budgets
- Knowledge of and experience working in digital technology (social media, Adobe products, various meeting platforms)

Preferred Qualifications and Experience

- Work experience in museums or other cultural institutions
- Knowledge of basic functions of museums, from facilities to exhibition development
- Experience with Diversity and Equity initiatives
- Work with boards and committees
- Experience with museum conferences and/or conference coordination and management.
- Management of CRMs and accounting programs (Quickbooks)

- Editing websites (Wordpress)
- Experience with basic graphic design will be useful
- Grant-writing experience
- Knowledge of principles and methodology of organizational management.
- Knowledge of strategic planning process
- Ability to work collaboratively in a team with a wide range of people including Board members, contractors, volunteers, vendors, partners, and funders.

Location

MAAM's headquarters office is located in Cooperstown, New York. This position may be carried out partially remotely within New York State. Much of the work is completed remotely except for participation in MAAM's programming and select Board meetings. Candidate must live and work in New York State or be willing to move to New York State.

Other

Full-time, exempt position with paid time off and holidays.

Candidates should consider their ability to work from a home office as well as from MAAM's headquarters office.

Must be willing to travel occasionally throughout the region and sometimes the nation by car, train, or air.

Work requires light physical effort.

Required to work some evenings and weekends for specific programming.

Required to work multiple days (up to a week) off-site at conferences and meetings.

Application Details

Anticipated Start Date: January 2, 2023 or as available

Application Deadline: November 30, 2022

Salary range and benefits: \$50,000 annual, generous vacation package, contribution to IRA and health benefits.

How to Apply:

Submit resume, cover letter, and three references to: melanie.bruce@oneonta.edu

No phone calls please.

MAAM is an equal opportunity employer. We are committed to assisting institutions within our region in developing more diverse and equitable programs and services and in training more staff members of color. Toward this goal we begin with our own board and staff, and as such, we seek a diverse pool of applicants for this position.