

Job description

Executive Director, Edith Bolling Wilson Birthplace Foundation

ABOUT THE ORGANIZATION

The Edith Bolling Wilson Birthplace Foundation is a non-profit museum that celebrates the life and legacy of the only Appalachian-born First Lady. Now celebrating its 14th year, the museum presents the story of the First Lady in the historic birthplace and childhood home of Mrs. Wilson. The museum is one of two presidential historic sites located on an American Main Street, and one of eight historic sites dedicated to the interpretation of an American First Lady. It currently serves 5,000 visitors annually through tours, education programs, and community outreach activities.

Executive Director **DESCRIPTION**

The Edith Bolling Wilson Birthplace Foundation seeks an innovative and creative Executive Director to prepare the young organization for growth and expansion. Reporting to the Edith Bolling Wilson Birthplace Foundation Board of Trustees, the Executive Director shall display a visionary perspective to support the organization's development and growth. The Executive Director is responsible for overseeing all aspects of the museum's activities, including, but not limited to: volunteer, staff and community leadership; communication initiatives; fundraising; fiscal and physical management, including the interpretation of the museum collection and the building's history.

Leadership

- The Executive Director shall work with the Board of Trustees to set the strategic vision and ensure proper governance.
- Manage tactical operational aspects of the museum, such as programming, collections, preservation efforts, exhibits, interpretive elements, and other elements outlined in this position description
- Serve as a communication hub; a conduit facilitating information as appropriate to and from the Board of Trustees, existing and prospective volunteers and paid staff, established and latent financial stakeholders, and community agencies and individual constituents on a local, state and national level
- Cultivate and leverage the museum's existing partnerships and develop new relationships to meet the mission
- Serve as "the face" and primary point of contact of the museum to convey a positive image
- Mentor volunteers and staff members and create opportunities for professional growth
- Build positive collaborative community relationships

- Develop and implement a fundraising strategy (approved by the Board of Trustees), including fundraising appeals, grants, special events, programming, and other advancement activities
- Design and integrate a comprehensive assessment protocol to maximize internal organizational capacity
- Develop an aspirational and realistic annual budget based on existing and projected revenue
- Ensure secure fiscal oversight, subject to external audit
- Safeguard physical security of museum contents, building and physical and virtual records
- Evaluate plans to acquire and restore the historic building that houses the museum
- Other related duties as may be assigned by the Board of Trustees and/or their designees.

Education and Experience

- Bachelor's degree in a field of study or equivalent experience to museum management
- Excellent verbal and written communication skills
- Valid Drivers' License
- Three to five years relevant experience in a non-profit environment (preferred)
- Experience in museum collection, architectural restoration
- Supervisory and leadership experience
- Familiarity with operation of an historic site, principles or historic preservation, grant writing / organizational financial development
- Experience with Board engagement, fundraising, and budget development, and management
- Strong organizational skills and the ability to lead and work with a team
- Evidence of visionary leadership

EEOC Statement

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age, or genetic information.

Salary: \$40,000-\$55,000 depending on experience

TO APPLY Send a cover letter and resume to info@edithbollingwilson.org. DO NOT APPLY/SEND EMAIL THROUGH INDEED. Please reference "Executive Director Position" in the subject line.

Position will be open until filled.

Job Type: Full-time

Pay: \$40,000.00 - \$55,000.00 per year

Closed

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