

Havre de Grace Decoy Museum seeks an Executive Director to provide dynamic leadership and in partnership with the board and key staff implement a vision and strategic plan for the organization. The Executive Director will work closely with the Board of Directors to refine, develop, and implement a progressive program for the Museum's revenue generation, fundraising, exhibitions, projects and seasonal tours, decoy carving and waterfowl research projects, collections management, educational activities, and community outreach.

I. Summary of Responsibilities:

- Works in conjunction with the Board to develop a sustainable strategic direction and establish initiatives to fulfill the mission of the Museum and increase local, statewide, national and international awareness and prominence.
- Directs the Museum's operations, including the alignment of revenue opportunities, development, education and public programming, finance, external communications, and staffing.
- Manages and leads the staff (full-time year-round and seasonal), volunteers, and consultants.
- Creates a strong financial backbone – balanced budgets, sufficient cash reserves, growing endowments, financial systems that allow for monitoring of financial status. Works closely with the Board of Directors to implement robust fundraising activities and results. Leads and participates in all fundraising and development activities. Responsible for grant writing and developing relationships with foundations, corporations, and individual donors.
- Serves as spokesperson under the guidance of President for the Board. Serves as the chief advocate for the Museum. Establishes strong partnerships in the community. Enhances the Museum's public image to expand interest and support.
- Works closely with the Board of Directors to create an effective communications plan to raise the profile of the Museum. Oversees and directs development of marketing initiatives.
- Manages, secures and maintains the property and facilities of the Museum, as well as the collections held in public trust.
- Advocates on important issues in historic preservation and decoy and waterfowl related matters on the local, regional, national, and international level.

II. Desired Leadership Attributes

- Leadership – nurtures a staff that focuses on the best interests of the organization as a whole, understands the role of the team – and the individuals on the team – and follows the imperatives of the strategic plan.
- Passion for Mission – demonstrates and communicates passion for the organization's core purpose – “to preserve and share the history of the art of decoy making and waterfowling traditions”.
- Credibility – demonstrates honesty, sincerity, humility, and respect. Inspires trust from the board, staff and key stakeholders.

- Judgment – recognizes the consequences of actions, accurately assesses the environment, applies appropriate discretion, draws upon relevant experience, and assesses and determines risk.
- Interpersonal Skills – builds appropriate rapport and effective relations both internally and externally. Relates well to people of diverse backgrounds and exhibits genuine warmth and approachable behavior. Listens carefully to understand the needs, intentions, and values of others.
- Strategic Thinking – cultivates a culture of strategic action, including recommendations on timelines and allocation of resources to move forward in annual planning and budgets.
- Results-Driven Mindset – improves and sustains organization’s performance, develops and follows through on priorities, delegates appropriately, holds staff accountable, and makes sound decisions.
- Demonstrated Success in Community Networking – develops strong community relationships to leverage good will, financial support, and program and service development.
- Financial Management Expertise – ensures that the organization maintains adequate reserves and accumulates sources of capital to invest in the changes needed in the future. Understands and diligently attends to all budget and financial matters and can manage operations within budget constraints, including making hard financial decisions when required.
- Human Resources Management Experience – has the ability to attract, develop, and retain a diverse staff talent pool needed to meet and exceed organizational goals.
- Steward of Positive Organizational Culture – maintains and nurtures a culture that recognizes the strengths and talents of each team member, is open to change, encourages new ideas which challenge the status quo by asking “why not?”, and allows others to create organizational agility.
- Visibility – acts as “face of the museum,” to key external stakeholders and staff, assuring that a recognizable, consistent person is leading the organization.
- Fundraising ability – leads the development of strategic and innovative fundraising approaches to broaden the source and scope of revenues for the organization.

III. Required Qualifications

- A Bachelor’s degree is preferred, but not required.
- The ideal candidate would have prior experience in a museum, historic site or nonprofit organization or business, preferably with a cultural focus.
- At least three years at an executive or managerial level.
- Ability to provide strong leadership, vision and strategic direction. In conjunction with the board of directors, experience developing and implementing strategic plans.
- Demonstrated knowledge of standards and best practices for museums, nonprofits, or similar organizations, as well as a history of involvement in relevant professional organizations.
- Strong record of success in fundraising and audience development.

- Demonstrated excellence in writing and public speaking.
- Proven ability to work cooperatively, creating an effective partnership with the board of directors, enabling them to discharge their governance responsibilities and seek their engagement in sharing their skills, expertise and work in pursuit of the Hdg Decoy Museum's mission.
- Competence in managing museum operations. Demonstrated ability to supervise, as well as to work successfully with, museum staff, volunteers, and diverse public constituencies.
- Proficient computer skills and experience with Microsoft Word, Excel, Outlook and Publisher. Familiarity with Quickbooks, Quickbooks POS and Past Perfect software is desirable.
- Evidence of success in developing, managing, and growing an annual operating budget.
- Strong business management skills.
- Excellent planning, time management, and decision-making skills.
- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally lift and/or move up to 50 pounds.
- Attentive to the operational safety of facility and staff. Ensuring all employees, and volunteers comply with safety rules and exercise caution in all work activities. Required to immediately report and document accidents and/or unsafe conditions to the Board President
- Willingness to work a variable schedule, including weekends and evenings, when needed.

Salary Range: \$ 50,000 to \$ 58,000 annually. Salary is commensurate with experience

Some benefits are available. Healthcare coverage is not provided.

Hdg Decoy Museum is an equal opportunity employer.