

Position Description

National Museum of Industrial History

Job Title: Executive Director

Date Effective: December 1, 2023

Reports to: Chairman of the Board of Directors

Supervises: Curator, Director of Operations, Director of Development, Director of Finance and Administration, Administrative Assistant

Organization Summary: The **National Museum of Industrial History** (NMIH) in Bethlehem, Pa., is the Smithsonian Institution affiliate dedicated to preserving America's rich industrial heritage. Forging a connection between America's industrial past and the innovations of today to inspire the visionaries of tomorrow, NMIH explores the role of industry in America's growth as a global power through the stories of people, machines, and ideas. It is located in a 100-year-old former Bethlehem Steel facility on the largest private brownfield in America. The Museum is home to exciting exhibits, engaging programs, and amazing history.

NMIH is currently accepting applications for its **Executive Director** position. This role seeks applicants who can provide leadership, strategic direction, administrative management, and fundraising and stakeholder stewardship to fulfill the Museum's mission.

The Executive Director is the chief executive officer of the Museum, reporting directly to the Board of its Directors through its Chairman. The Executive Director is responsible for the Museum's management and program development, including, but not limited to, strategic vision and planning; budget development and management; research and collections planning; personnel supervision and administration; educational and public program development and implementation; community and constituent relations; fundraising and membership development; and relations with representatives of local and state government. The Executive Director coordinates and oversees all aspects of the Museum operations and serves as its official spokesperson, ensuring the viability and mission success and working with the Board to implement its policy and direction.

Duties and Responsibilities:

1. Provides the vision and personal leadership for the Museum's growth and development.
2. Through supervision of senior staff, plans, organizes and directs the activities of all full-time, part-time, and volunteer staff; prioritizes and organizes human resources and financial resources; coordinates, approves and executes policies, methods and procedures affecting all aspects of the Museum.
3. Serves as the spokesperson and advocate of the Museum; effectively represents the institution to all community, professional, governmental, civic, and private agencies and organizations; enhances the Museum's public image to expand interest and support its mission.

4. Responsible for maintaining and promoting a culture of high standards of professionalism for areas including, but not limited to, acquisition, preservation, research, interpretation, and exhibitry.
5. Develops and implements fundraising initiatives in coordination with the Director for Development, including individual solicitations, foundation and other philanthropic support, individual giving, government grants and other awards, corporate solicitations, memberships, and sponsorships to ensure, in combination with visitor fees and other revenue, the financial stability of the Museum and provide for future growth.
6. Responsible for maintaining a professional, positive relationship with the Museum's external stakeholders, including the Smithsonian Institution, municipal and state leaders and other government officials, foundation leadership, peers from the Museum and nonprofit community, and other regional stakeholders, among others.
7. Maintains a positive working relationship with the Board, determines their informational needs, and fulfills those needs while implementing Board policies and directions.

Key Qualifications and Attributes:

1. An appreciation for and understanding of the role our industrial history holds – and continues to serve – in shaping America's past, present and future success.
2. Ten years of relevant leadership experience, including but not limited to work experience in a museum, historic site, or non-profit institution with responsibilities for leadership, management, and accountability for mission success.
3. Commitment to excellence in Museum management, including education, collections care, public outreach, and institutional development.
4. Demonstrated experience in fundraising, budget development and management, audience development, and institutional planning in a non-profit or mission-driven organization, with a vision for securing funding and other resources to support and advance institutional stability.
5. Strong communication and public speaking and presentation skills.
6. Ability to provide strong leadership, vision and strategic direction, and inspire and motivate staff and volunteers.
7. The ability to establish and maintain effective working relationships with representatives of public and private organizations, board members, foundations, and the general public.
8. Bachelor's degree with graduate studies, or demonstrated experience in museum management or another field relevant to the mission and activities of the NMIH is required.

Interested applicants should send a.) a resume, b.) a cover letter, and c.) up to five professional references electronically to careers@nmih.org. The Search Committee will begin reviewing applications on January 2, 2024, and will accept applications until the position is filled. Salary expectation between \$80,000 and \$100,000 dependent upon experience, plus benefits. The National Museum of Industrial History is an EEO employer.

For more information, visit <http://www.nmih.org>.