



The Mission of the Tubman Museum, the largest museum in the southeast, is to educate people about African American Art, History, culture and to promote harmony among all races.

ANNOUNCEMENT

Executive Director

Application Period: September 9 – October 14, 2019

The Tubman African American Museum of Art, History and Culture located in Macon, Georgia is seeking an Executive Director with a clear commitment to answering the call to service. The ideal candidate must possess the necessary skills and passion to move the Museum forward. The candidate should demonstrate a proven record of successful fundraising and will be expected to provide leadership in all areas of the Museum, engage in growing the Museum's brand, and promote the community outreach of the Tubman through strategic planning and operations. Additionally, the candidate must exhibit a firm understanding of African American Art, History and Culture and have the ability to articulate the vision of the Tubman Museum.



Executive Director Job Description & Responsibilities

Purpose: To perform all duties associated with the overall management and growth of the Tubman Museum while actively working to grow the Museum, forge critical partnerships, secure funding sources, and ensure that the Tubman's daily operation works effectively and efficiently.

Accountabilities

- Promote and articulate the Tubman Museum's vision and mission and build broader interest and participation in the Museum on a regional and national level.
- Work closely with Museum staff; oversee the development of programs and activities.
- Play a leading role in developing additional financial resources for the Museum, in conjunction with Board members and staff.
- Hire, retain, support and develop a strong and motivated staff as well as ensure the effective use of volunteers.
- Oversee planning and implementation of organizational budgets and ensure prudent management of the Tubman Museum's financial resources.
- Assure that the organization has a long-range strategy which achieves its mission in consistent and timely manner.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors, staff and carry out plans and policies authorized by the Board.
- Promote active and broad participation by volunteers in all areas of the organization's work.
- Play a leading role in developing new and innovative resources for the Museum, in conjunction with Board members and staff.

Principal Duties

- Plan, direct and manage the operations, program and staff of the Tubman Museum
- Raise funds from private, corporate and governmental entities
- Act as a professional advisor to the Board of trustees on all aspects of the Tubman Museum's activities
- Advocate for and act as spokesperson for the Tubman Museum to the community, regionally, and nationally
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the implementation of the human resources policies, procedures and practices including the development of job descriptions for all staff
- Ensure that sound bookkeeping, and accounting procedures are followed
- Participate in fundraising activities as appropriate



Qualifications

- Bachelor's degree required, Master's degree in relevant field is a plus
- Proven record of successful fundraising
- Experience supervising and managing full and part-time staff
- Proficiency in Microsoft Word, Excel, Outlook and Power-point
- Outstanding written, oral and interpersonal communication skills
- Strong planning, organization and analytical skills
- Ability to work collaboratively with all sectors of the community, Board of Trustees and staff

CANDIDATE'S PACKAGE

1. A completed application
2. A current resume which includes a summary of relevant professional and educational experience
3. Official college transcripts from accredited institutions
4. Three (3) professional letters of reference

SUBMISSION

The candidate's package should be mailed to the following (**All packets must be postmarked by Monday, October 14, 2019**):

Tubman Museum
c/o: Executive Director Search Committee
Post Office Box 6671
Macon, Georgia 31208

Any packets received after the deadline date will not be considered.

Note: All candidates for consideration of the position must consent to a reference check, criminal background check, and credit check. All information received is kept **CONFIDENTIAL**.

If you have any questions, please contact Ronald J. Taylor at quertaylor@aol.com or (478) 256-2370.



AUTHORIZATION

I certify that all information in this application is accurate and complete to the best of my knowledge. I have not knowingly withheld any information that might adversely affect my chances of being chosen for this position. I understand that misleading or false statements will constitute sufficient cause for rejecting my application.

I consent to a criminal background check including a drug screening by the appropriate investigating agency. I understand there may be further investigation if deemed necessary.

I hereby, give the Executive Director Search Committee of the Tubman Museum permission to contact my references and verify all information provided in this application.

Signature

Print Name

Date

Executive Director Search Committee Use Only

Received Date: _____