

Job Announcement – Executive Director – Portland Museum

Date Posted: February 9, 2019

Deadline: March 25, 2019

Position Title: Executive Director, full-time (Contract Renewed Annually)

Reports to: Portland Museum Board of Trustees

Relocation is not provided and travel is not required

OVERVIEW

Mission Statement: Portland Museum is an independent nonprofit that collects, preserves, exhibits, interprets, and enhances Portland’s culture and heritage.

Founded in 1978 by elementary school teachers, Portland Museum grew from a single classroom to its present location in Beech Grove, an antebellum “country seat” on the old road between Portland and Louisville. The ongoing restoration of Beech Grove, an 1852 Italianate residence with vintage gardens, serves to tell the story of the Skenes family who lived there for eight decades. There are two rotating galleries on the first floor. In a modern addition, Portland Museum uses permanent and temporary exhibitions to tell the story of Portland—a Louisville, Kentucky neighborhood rich with history and the arts.

A letterpress studio is equipped with Chandler & Price presses, cases of foundry type, and bookbinding equipment. Here, children and adults learn and practice various printing techniques. More recently, we moved the studio from the building’s new addition to an underutilized space inside the original Beech Grove residence.

The Squire Earick House, an American Treasure, is part of Portland Museum’s collection. It is the oldest timber-framed house still standing in Jefferson County. The museum has been carefully restoring the Squire Earick House over the past couple of decades. We offer a preservation camp at the Earick House through our Young Curators program. When the restoration is complete, the Squire Earick House will tell important stories about life on the river’s edge, flatboats, steamboats, the Underground Railroad, and more!

Summary of Responsibilities:

FUNDRAISING/DEVELOPMENT

The Executive Director is responsible for general fundraising including individual and corporate donor cultivation, securing sponsorships, grant writing, direct mail and online appeals.

Fundraising activities will be supported by the Board of Trustees. To execute fundraising and development, the Executive Director will:

- Play an active role in identifying and cultivating relationships with potential corporate and individual donors and sponsors.
- Make one-on-one personal contact with potential individual donors.
- Develop and maintain relationships with stakeholders in the Portland community

EVENT PLANNING

The Executive Director with the support of the Board of Trustees is responsible for event planning for income generation, donor cultivation, and for the benefit of the Portland neighborhood. The Executive Director will:

- Organize planning committees, attend meetings, and play an active role in the event planning and execution.
- Write and distribute event press releases, invitations, and social media promotion
- Process and report event outcomes and ensure attendee information is captured and recorded appropriately.

OPERATIONAL

The Executive Director supervises the operations of the Portland Museum. In this capacity, the Executive Director will:

- Ensure fundraising database and donor files are properly maintained including all correspondence and resulting actions.
- Prepare and maintain an annual budget with the finance committee.
- Identify, clarify, and advise the Board of Trustees of issues that affect the Portland Museum.
- Interpret the Portland Museum through appropriate channels to the community.
- Attend Portland Now, Inc. and other community meetings regularly to promote the Museum, foster community connectivity, and identify opportunities for collaboration.

FINANCIAL

The Executive Director is responsible for the oversight and management of financial activity and will work with the bookkeeper and Board Treasurer to ensure good stewardship and financial responsibility. The Executive Director will:

- Manage accounts payable and receivable paperwork and bank deposits.
- Develop projections to create the operations budget and budgets for individual projects and special events for this fiscal year.
- Provide financial reports for use by the Board of Trustees.
- Manage real property.

RENTALS

The Executive Director will, with the Board of Trustees, work to develop a stream of income via the rental of the Museum and grounds. This work will include promotion, scheduling, client interface and any associated vendor relationships.

BUILDING, FACILITIES AND GROUNDS

The Executive Director is responsible for the oversight of day-to-day building operations of the Portland Museum, the Squire Earick property, and its surrounding estate. The Executive Director will:

- Ensure the application of adopted policies and procedures regarding the security of Portland Museum and Squire Earick house and its contents, operating hours, visitor/employee safety, comfort and accessibility.
- In collaboration with the Facilities Committee, oversee the preservation and care of the Museum properties, with special attention paid to the preservation needs of the historic properties.
- Oversee the maintenance and upkeep of the printmaking presses.

MARKETING/MEDIA RELATIONS

The Executive Director is responsible for promoting the programs and facilities of the Portland Museum for special events, as a site open to the public, and as a rental facility. To support this function, the Executive Director will:

- Represent the Museum to media, including television, radio, print and digital.
- Supervise design work representing the Museum to ensure cohesive messaging and communication.

- Utilizing the Portland Anchor and other resources (traditional and non-traditional) to inform Portland residents of Museum programming and events.

STAFF AND VOLUNTEER MANAGEMENT

The Executive Director is responsible for the supervision of Museum staff (currently one employee) and coordination of an array of volunteers. In this capacity, the Executive Director will:

- Direct and manage all personnel and ensure that sound human resource policies and procedures are in place and respected.
- In collaboration with the Executive Committee, develop job descriptions, conduct recruitment activities, hire, evaluate, and terminate staff as needed.
- Maintain a good relationship with volunteers and identify opportunities for recognition and engagement with the community-at-large

EDUCATION AND PROGRAMMING

The Executive Director is responsible for promoting group tours, conducting tours of the Portland Museum when a docent or other staff member is unavailable and for developing educational programming as it pertains to Portland Museum's mission statement. The Executive Director will:

- Gain knowledge of the Portland Museum and Portland neighborhood's history in order to conduct a quality tour for visitors and train other employees to conduct tours.
- Promote Portland Museum's availability as a tourist destination.
- Identify and plan - with the support of appropriate staff - programmatic opportunities.

Qualifications & Skills:

- Minimum Bachelor degree preferred, experience in lieu of a degree may be considered
- Demonstrated knowledge, education and/or appreciation for historical preservation
- Excellent communication, public speaking and writing skills
- Excellent time management and multi-tasking skills
- Strong collaborative and team-building skills
- Willingness to work hands-on in all areas of museum and facilities operation
- Ability to develop and implement long-range plans
- Work a flexible schedule, with some evening and weekend hours required
- Passion for the Portland community
- Knowledge of printmaking and book arts a plus

Residents of the Portland neighborhood are encouraged to apply

Questions

1. Please describe your knowledge of and/or experience with the Portland neighborhood and/or experience with working with this community or communities like this. Include your experience working with community leaders.
2. Please describe your knowledge of and/or experience working with community-based museums.
3. How can a neighborhood history museum be relevant in 21st century?
4. Please describe your demonstrated success in raising funds from individuals, foundations, and corporations through gifts, grants and sponsorships.

Thank you for your interest in working for Portland Museum. Unfortunately, due to the volume of applicants, only candidates selected for interview process will be notified.

Please send a current resume, letter of interest, and the answers to the above questions to:
pmexecdirector@gmail.com