

Title: Executive Director

Sedona Heritage Museum (SHM)
735 Jordan Rd. Sedona, Arizona, United States
info@sedonamuseum.org, 928-282-7038

Job Type: Full-Time

Reports to: Board of Directors

Primary Liaison: Board President

Directly supervises: Museum management and operations team (paid and volunteer staff)

Required Travel: none, except for professional development

Salary Range: \$75,000 - 100,000/year plus benefits (details to be negotiated)

Description:

The Sedona Heritage Museum (SHM) is located in a small town (greater Sedona area population <20,000) that is known as one of the most recognized visitor destinations in the U.S. and the 2nd busiest visitor destination in Arizona, after the Grand Canyon. The museum is located in a 4.5 acre city park and housed in buildings on the National Register of Historic Places. It is a place of beauty and historical significance. The museum is operated as a local history museum by the Sedona Historical Society, a 501(c)3 non-profit whose mission is “to research, preserve and teach the history of the Greater Sedona area.” The Society owns a collection of historic artifacts, archives and photos housed on-site, and operates a research library open daily. The Society produces an exuberant annual calendar of programs and special events. The museum hosts 10,000 visitors/year plus additional attendees at special events. Society members and friends donate 9,000-10,000 hours of volunteer time annually.

It is an exciting time of evolution and growth for SHM. This will be a new position as the Society’s volunteer Board hands off museum functions to a professional paid Executive Director. The Executive Director will inspire new ways to understand the very real impact our history has on shaping the Sedona of today and tomorrow. The Director will invigorate and make even more relevant our mission to inspire understanding and stewardship of Sedona’s history through the museum and its programs.

The Executive Director will work with the Board and staff to maintain excellent museum operations and implement innovative interpretation, exhibits, and public programming. The new Director will increase contributed income, foster relationships within the community, and provide support to the City’s Historic Preservation Commission per a Service Provider Contract.

We seek:

A mission-driven individual with a passion for history, museums, and preservation of historic sites, and for sharing them with broad, diverse audiences.

A creative, strategic thinker who will embrace a balance of maintenance of valued institutional traditions with the adoption of new ways of reaching and expanding our audience; assess SHM’s strengths and constraints; and help define and drive its next directions and goals.

A people-focused fundraiser with the ability to grasp what's important to potential donors, successfully communicate the benefit of donating, and nurture relationships with existing and perspective donors.

A positive, solution-focused voice who will actively oversee museum operations, programs, financial management, and community engagement, and work with the Board of Directors to engage major donors.

A collaborative leader who will inspire the community and empower a team of skilled professionals and volunteers in maintaining and evolving the museum, its operations, programs, and relationships.

An effective communicator who will attract new resources that will expand SHM's capacity and further elevate our reputation and standing in the community, including the museum community.

Requirements:

Min Education: College degree preferred. Management experience at a museum needed. Development experience at a non-profit desired. Familiarity with best practices for history museums and sites.

Min Experience: 3-5 Years

Duties & Responsibilities:

Responsible for providing experienced leadership and management, financial, facility, and organizational development, facilities conservation and management, public programming, and supervision of all areas of operation for SHM.

1. Report to and work closely with the Board of Directors, including helping to set appropriate Board and staff roles in the transition to museum management by a professional executive director.
2. Establish and maintain effecting working relationships with the City of Sedona, and negotiate and fulfill the terms of a Service Provider Contract with the city.
3. Lead the development and implementation of a multi-faceted fundraising program, including relationship building, gift solicitation and stewardship. Also, pursue grant opportunities that will benefit the organization.
4. Ensure Board members' involvement in policy decisions, fundraising, and promoting the museum and its mission.
5. Develop, monitor, implement, and ensure timely updates of the strategic plan with board and staff.
6. Serve as SHM's primary spokesperson to its constituents, funders, the media, and the general public. Ensure execution of marketing and promotion plans.
7. Provide SHM's services as defined annually with the City of Sedona to support the Historic Preservation Commission in its education and community outreach work, and support the values of historic preservation in the community.
8. Recruit, establish standards, supervise, motivate and foster skills development in the management team. Provide leadership to both staff and volunteers.

9. Direct and oversee the development of annual work plans and budgets with management team; ensure monitoring and timely reporting of those plans and budgets to the Board and to the City of Sedona.
10. Foster and establish strategic relationships with affinity groups, community organizations, business, and government in order to advance SHM and fulfill its mission.
11. Review and approve contracts for services.
12. Perform other duties as assigned by the Board of Directors

Interested candidates should submit a cover letter, resume, and references to info@sedonamuseum.org, or mail to President, Sedona Historical Society, 735 Jordan Rd, Sedona, AZ 86336. The Sedona Historical Society is an equal opportunity employer that values diversity, equity, and inclusion and strives to hire and retain a staff that is reflective of our community and those we serve.

Applications should be received by July 15, 2022.