

Wiley H. Bates Legacy Center, Inc.

Job Description: Executive Director (part time or full time)

Background

The Wiley H. Bates Legacy Center (BLC), established in 2004, is a resource for information, artifacts, and programs exploring the history of African Americans in Anne Arundel County and serves as a memorial to the founder of Wiley H. Bates High School and its teachers, students, and staff.

Position Summary:

The Executive Director provides leadership and vision to the BLC; implements the plans, policies, and strategic goals established by the BLC Board of Directors; manages the daily operations of the organization; and inspires staff to accomplish the BLC's mission. The incumbent is responsible for general administration, financial management, fundraising, program development, and membership retention. Incumbent must be willing to be responsible for maintaining standard historical collections management program and museum and archival practices.

Reports To:

BLC Board of Directors

Responsibilities:

Board Administration and Support

Collaborates with the Board of Directors,
Supports the Board to fulfill its governance functions,
Interfaces between Board and staff,
Develops monthly reports for Board review, and compiles annual and quarterly reports.

Collections Management

Reviews and periodically update collection policy, Oversees and authorizes collection acquisitions, and Plans and prioritizes the cataloging, storage, and care of the collection.

Program and Service Delivery

Oversees design, promotion, delivery, and quantity of programs and services,
Insures that staff members are trained and facility is adequately staffed,

Sets overall goals and weekly, monthly, plus quarterly targets for each department, and
Reviews daily, weekly, and monthly reports from designated staff

Financial, Tax, Risk, and Facilities Management

Recommends yearly budget for Board approval,
Manages Center's resources within budgetary guidelines according to current laws and regulations, and
Researches, writes and tracks potential grant opportunities.

Human Resource Management

Hires and manages all BLC staff with approval of the Board, and
Effectively manages the human resources of the Center according to authorized personnel policies and procedures that fully comply with current laws and regulations.

Community and Public Relations

Maintains and develops strong working relationship with other organizations, policymakers, community leaders, and businesses,
Acts as lead spokesperson for the Center,
Actively promotes the Center and its mission, programs, products, and services, and
Ensures that the Center is consistently presented in a strong, positive image to the general public.

Qualifications:

Required:

Commitment and passion for the mission of the BLC
Advanced degree (or equivalent experience) in nonprofit administration, planning marketing, or management of library, archives, or museum

Excellent communication and leadership skills

Ability to: maintain effective working relationships, problem-solve, innovate, and collaborate and Demonstrated experience in working with:

- Local governments, cultural institutions, media, and general public

- Fundraising, program design, management, and evaluation.

Highly Preferred:

Proficiency with computer use including MS Office Suite and software for fundraising/marketing database analysis

Knowledge and experience with maintaining a database'

Community or board service experience a plus
Experience in African American studies

Salary Range:

Based on experience and education

Send cover letter, resume, and contact information for three references to:

Dr. Linda Boyd, Chair BLC
613 Marti Lane
Annapolis, MD 21401