

Executive Director, Jewish Museum of Maryland

The Opportunity

The Jewish Museum of Maryland seeks an Executive Director to build upon the Museum's many strengths and help realize exciting redevelopment and expansion plans. The next Executive Director of the Museum will spearhead the significant opportunity to further leverage the Museum's presence, to take its innovative programming to a new level, to engage more diverse segments of the community and to shape an activist agenda in downtown Baltimore.

About the Jewish Museum of Maryland

With a history that exceeds 40 years and a mission to connect people to Jewish experiences and Maryland Jewish community to its roots, the Jewish Museum of Maryland is a truly special place. Through unique collections, artifacts, exhibits, and programs, the Museum is one of America's leading museum of regional Jewish history, culture and community.

Located in downtown Baltimore just blocks from the Inner Harbor, the Jewish Museum of Maryland explores and celebrates Jewish history, culture, and experiences in Maryland and beyond. The Museum was founded in 1960, initially to restore the historic Lloyd Street Synagogue and has become a cultural center for the Jewish community and for the downtown neighborhood of Jonestown. It includes three galleries that host exhibits of local and national interest. It is the only museum in America with two historic synagogues, preserved and interpreted for the public.

The Museum has an esteemed professional team of 11 full-time and several part-time employees that serve the organization with distinction and collaboration. The Museum operates on an annual budget of just over \$2 million and is proud to be part of the network of

agencies of The Associated: Jewish Federation of Baltimore (The Associated) along with more than 25 other agencies.

To learn more about the Museum, visit www.jewishmuseummd.org.

Position Overview

The Executive Director (ED) is a visionary, who leads the organization, oversees its operations, and acts as the primary driver of its strategies to fulfill the Jewish Museum of Maryland's mission to connect people to Jewish experiences and Maryland's Jewish community to its roots while inspiring everyone to explore history, take action, and imagine a better future.

The ED is responsible for annual fundraising to secure the necessary resources for Museum exhibits, programs and endowments. Plans are also underway for a major capital expansion that includes an \$18 million campaign currently in process in partnership with The Associated: Jewish Federation of Baltimore. Known as The Evolution Plan, this initiative is an investment in the Museum's future and will expand its ability to deliver exhibits, education and community programming, while serving as an anchor cultural institution in downtown Baltimore.

The ED provides skillful oversight of the Museum's campus and serves as the principal spokesperson for the institution. The ED must be able to develop and leverage a range of relationships locally and nationally, while continuing to nurture the Museum's strong existing partnerships within the community. Vital to this role is ensuring the continued evolution of the Museum as a force for change in Baltimore City while elevating the institution as a premier museum and downtown hub for Jewish life.

Key Areas of Responsibility

Leadership:

- Provide visionary and strategic leadership

- Collaborate with the Board of Directors to define the organization's long-term goals and implement the Evolution Plan for the Museum's expansion
- Work with the Board and the Development Director to execute all fundraising for the Museum
- Foster a culture of excellence, openness and teamwork among staff, volunteers, and the Board so that each may be informed and enhance the other's work
- Articulate the value of diversity and continue to cultivate an environment of respect as a core Museum value

Partnerships:

- Nurture relationships, steward current donors and forge new partnerships that will build on the museum's visibility, secure funding and stability for operations and programs
- Work closely with The Associated to develop the museum's development strategy and coordinate fundraising efforts
- Work closely with the Board to fulfill its governance function and energize the Board to ensure it continues to attract, retain and motivate members to be engaged and fulfill their responsibilities
- Model, support and encourage relationship building with community partners on projects and efforts that aim to advance the museum's commitment to the community

Financial & Personnel Management:

- Develop, implement and monitor an annual operating plan and budget for the organization
- Ensure effective financial reporting to the Board
- Work with members of the Museum's management team to evaluate the day-to-day operational effectiveness of the organization
- Ensure a positive working environment, strong staff morale, and a culture of teamwork and mutual support among all staff
- Implement ongoing professional development to ensure a highly functioning team

Programs:

- Ensure excellence of the programs, exhibits, and events that aim to provide a meaningful visitor experience for existing and new audiences
- Maintain best practices for evaluating the effectiveness of programs and projects and ensuring processes and systems are in place for developing and implementing those assessments

Qualifications & Experience

- Five to eight years of experience working in a museum or related field preferred, including supervisory experience
- Experience and demonstrated success in non-profit management and fundraising
- Strong knowledge of and commitment to Jewish culture, values, traditions and celebrations
- An established record of successful coalition-building with community stakeholders
- Evidence of success in developing and managing an annual operating budget
- Experience working effectively with a Board to carry out the mission of an organization and develop strategic direction
- Bachelor's degree required; advanced degree preferred

Desired Competencies & Skills

- Passionate advocate for the mission
- Outstanding skills in building, cultivating and stewarding relationships
- Able to connect with people, build coalitions, maintain a positive attitude and enjoy working with a diverse and wide range of stakeholders
- A flexible thinker, nimble with innovative approaches to solving problems and overcoming challenges
- Superior written, spoken, and organizational skills
- Skilled in 21st Century communication

Compensation & Benefits

The Jewish Museum of Maryland offers a competitive package, including health insurance, 401k employer match, employer-paid life insurance and long-term disability, flexible spending plan, and a complimentary membership to the Jewish Community Center. We make work/life balance a priority offering generous paid holidays, vacation/sick time and parental leave.

Application Process

Electronic submissions are preferred. Qualified candidates apply at <http://bit.ly/JMMEDAPPLY>. Please submit cover letters to resume@associated.org in addition to your online application.

The Jewish Museum of Maryland is an equal opportunity employer.