The Syria Museum – Executive Director

The Position
The Syrian American Council is launching The Syria Museum and is seeking a dynamic Executive Director for the museum. The Council, is based in Washington, DC and is dedicated to “empowering the Syrian-American community to organize and advocate for a free, democratic, secular, and pluralistic Syria through American support.” The museum’s founders have adopted the following mission:

*Throughout pioneering virtual and live experiences, The Syria Museum will weave storytelling, conflict resolution, research, media and advocacy to usher in a new era of museum-going, activism and peacebuilding.*

The Syria Museum Executive Director will report initially to the Council Executive Director and be responsible for establishing the Museum as an independent non-profit organization with a separate board of directors and staff. The Syria Museum will be a virtual organization; however, there will be opportunities for in-person events and activities. The Museum will document and digitally preserve Syria’s cultural and political heritage from the diaspora community.

The Executive Director is responsible for providing strong leadership while developing Museum staff to meet ambitious fundraising goals and meet the highest standards in financial management, collections management, exhibits, and programming.

Major Duties:
- Sustain a positive working relationship with the Syrian American Council;
- Build a museum team, with development as a priority, then education, collections, and curatorial staff and volunteers;
- Fundraise with the goal of $250,000 in the first three years;
- Recruit members of a Board of Directors;
- Work with the Council’s attorney to secure nonprofit status as a 501 (c) 3 organization;
- Draft by-laws and establish a governance structure;
- Develop and implement a 5-year strategic plan;
- Oversee marketing, fundraising, program development, and human resource functions and sustain best practices in the museum and nonprofit fields;
- Set Museum budget and monitor ongoing financial performance;
- Develop and maintain relationships with stakeholders including government, business leaders, advocates, activists, volunteers and donors;
• Implement and maintain systems to ensure compliance with best practices in finance, museum management, collections, archives, and education;
• Work closely with board, staff, volunteers, and other stakeholders to ensure programs achieve mission goals.

Requirements:
• Bachelor’s Degree in History, Political Science, International Relations, or related field with specific focus on Middle East; Master’s Degree in Museum Studies, Nonprofit Management, Public History, or related field;
• 5 years of experience in museums or other nonprofits;
• Demonstrable experience with Middle East culture, specifically Syria;
• Ability to read and speak Arabic preferred but not required;
• Fundraising experience;
• Strong and effective organizational leadership and administrative experience;
• Ability to develop, administer, evaluate, and communicate strategic plans and other resources;
• Strong business management experience, including developing and managing an annual operating budget;
• Successful record of developing relationships with community stakeholders as well as donors, staff, and board members;
• Must be able to travel an average of five days per month for fundraising and related museum business;
• **Washington, DC residency is not required; however, the Executive Director must be present in DC at least one day per month for in-person meetings.**

Salary and Benefits
The annual salary range is $75,000 - $85,000 plus benefits.

How to Apply
Preference given to applications received by October 21, 2022. Applicants should send a cover letter, resume, and contact information for no more than three references to Dr. Brent Glass, SyriaMuseumSearch@brentdglass.com.
The Syrian American Council is an equal opportunity employer and supports the values of diversity, equity, access, and inclusion in the workplace.