

VALDEZ MUSEUM AND HISTORICAL ARCHIVE EXECUTIVE DIRECTOR POSITION

The Valdez Museum and Historical Archive is seeking an experienced Executive Director to lead the organization forward. The new ED will work with Museum staff and Board to make measurable changes in community conditions and enhance the lives of its citizens. The Museum fosters a “sense of community” by sharing the stories of the region and by offering exhibits, cultural programs, educational initiatives and historical interpretation. This position will appeal to you if you want the opportunity to be part of a collaborative team working with a Board of Directors to increase the prominence of the Valdez Museum and Historical Archive. The Valdez Museum and Historical Archive is a 501(c)(3) non-profit museum operating in beautiful Valdez, Alaska.

We Offer:

- A museum with a rich history and a board with a passion for Valdez, Alaska.
- The opportunity to live in a breathtakingly beautiful place where others go for vacation!
- Compensation ranging from \$60,000 - \$100,000 annually with a comprehensive employment package.
- A full-time exempt position with flexible work hours that may require evenings and weekends.

The Ideal Candidate Will:

- Align with our mission and values, including preserving, presenting, and interpreting the heritage and culture of Valdez, the Copper River Basin and Prince William Sound, Alaska.
- Have leadership experience in a nonprofit environment.
- Have vision and imagination for the Museum’s best future
- Have solid budget management skills.
- Have demonstrated fundraising success.
- Have strong organizational skills.
- Be proactive and willing to be a highly visible symbol of the museum in the community.
- Have at least a bachelor's degree in museum studies, history, art history, or a related field. Master’s degree preferred or MBA.
- Have at least 5 years of museum management experience or leadership in a cultural institution.

If you've been looking for an Executive Director position with growth potential in an organization with a rich history as well as a clear vision for the future, contact us now! To apply for this position, please send a cover letter, resume, and list of three (3) work related references addressed to the VMHA Board of Directors at VMHAsearch@outlook.com.

The position is open until filled. The review of resumes is on-going.

JOB DESCRIPTION

The Valdez Museum and Historical Archive seeks an energetic and experienced Executive Director to lead the Museum into the future. The Executive Director reports to the Board of Directors and is responsible for the overall administration, operations, and strategic direction of the 501(c)(3) non-profit museum.

They will represent the Museum and serve as the organization's chief advocate and ambassador. The successful candidate will have a passion for preserving and promoting history, heritage and culture plus a proven record in museum or cultural institution management. In addition to the responsibilities listed below, the Executive Director will also spearhead, in conjunction with the Board of Directors, the effort to achieve the successful realization of a project to build a new museum. This will include fundraising efforts, community engagement, and advocacy initiatives related to that project.

ABOUT THE MUSEUM

The Museum is located in a remarkable place where events of both national and global significance occurred and continue to resonate. It began as a small, private exhibit of “curiosities” that grew over the years as community members added to it. These collections were displayed in various Valdez buildings until the 1964 Alaska Earthquake.

In 1967, a centennial grant from the State of Alaska (centennial of purchase by the U.S. from Russia) funded the construction of the “centennial building” at 217 Egan Drive. Half of this building was used as a museum in the summer—displaying this growing collection. A federal bicentennial grant, received in 1976, funded renovation of the centennial building to make it more appropriate for museum purposes and led to the official creation of the Valdez Museum.

The Museum functioned as a City of Valdez department with an advisory board providing input on operations until 1997. Then the Valdez Museum and Historical Archive Association, Inc (VMHA) was formed as a private non-profit corporation to contract with the City of Valdez to manage and operate the Museum. The VMHA Board of Directors governs the corporation and is accountable to the voting membership, made up of the members of the City Council. The membership, in turn, represents the residents of Valdez. The collection remains the property of the City. Today, the Museum’s program is carried out in two separate buildings totaling approximately 12,700 square feet.

The Valdez Museum’s mission is to preserve, present, and interpret the heritage and culture of Valdez, the Copper River Basin, and Prince William Sound, Alaska. The core purpose is to share the past and present with integrity and honesty. We value: Education, Diversity, Community, Authenticity, Integrity, and Stewardship.

Summary of responsibilities:

Leadership and Strategic Planning –

- Collaborate with the Board of Directors and stakeholders to set goals, objectives, and timelines that align with the organization's mission.
- Provide visionary leadership to inspire and motivate staff, volunteers, and the community towards the shared goal of a new museum.
- Stay informed about current trends and best practices in museum management and integrate innovative approaches into the museum's operations.
- Foster a positive and collaborative work environment.

Operations and Management –

- Oversee the museum's daily operations, ensuring the efficient and effective use of resources.
- Communicate effectively with the Board of Directors by providing timely and accurate information necessary for informed decision-making.
- Attend all Board meetings and work with the Board president to draft agendas.
- Supervise and support Museum staff, providing guidance, professional development opportunities, and performance evaluations.
- Collaborate with Museum staff, curator of collections and the curator of education and public programs to develop and implement engaging and educational exhibits & programs.
- Maintain the public trust properties entrusted to the VMHA in accordance with professional standards of such organizations as the American Alliance of Museums and the Society of American Archivists.
- Foster a culture of excellence in exhibit curation, collections management, public programs, visitor services and education.

Community Outreach and Engagement –

- Function as a public face of the Museum, representing it in the community and cultivating relationships with local organizations, government entities, and educational institutions.
- Lead efforts with the Museum staff to develop and implement programs and events that engage diverse audiences, including educational initiatives, lectures, workshops, and community partnerships.
- Advocate for the Museum's mission and its value in preserving and sharing the history, heritage and culture of Valdez.
- Engage with industry partners at the State and national level, not only in the museum field but also the travel and tourism field.

Fundraising and Development

- Develop and implement annual development plans to sustainably grow organizational revenue, including but not limited to strategies for individual giving, membership programs, foundation and government grants, corporate sponsorships, and fundraising events.
- Seek out grant opportunities and oversee the preparation and submission of grant proposals and reports.
- Cultivate and maintain relationships with donors, sponsors, and community partners to secure financial support for the museum.
- Maintain and implement a capital campaign prospect pipeline, plan, and timeline, goals, and progress reports to fund the construction of a new museum building.

Financial performance and viability

- Manage the Museum's budget, financial planning, and reporting in coordination with the Board of Directors and finance committee.
- Ensure the fiscal integrity of the Valdez Museum by submitting a proposed annual budget and monthly financial statements to the Board which accurately reflect the financial condition of the organization.
- Assist in the procurement and management of funds to ensure the financial health of the organization.
- Maintain positive financial positioning by operating within the approved annual budget and maximizing resource utilization.

Professional Qualifications Needed:

- Previous experience working for a museum and/or a 501(C)3 corporation.
- Bachelor's degree in museum studies, history, art history, or a related field. Master's degree preferred or MBA.
- Minimum of 5 years of experience in museum management or a leadership role in a cultural institution.
- Experienced and comfortable working with a Board of Directors and knowledge of governance principles.
- Preferred soft skills: curious, collaborative, positive, self-aware, respectful, accountable, approachable, flexible and adaptable.

Compensation: The VMHA offers a comprehensive employment and benefits package. Salary will be determined based on experience with a range of \$60,000-\$100,000. This is a full-time exempt position.

Application Process: Candidates should email any questions or apply online with a cover letter, resume, and list of three (3) work related references addressed to the VMHA Board of Directors at VMHAsearch@outlook.com

The position is open until filled. The review of resumes is on-going.

The VMHA is an equal opportunity employer committed to diversity and inclusion.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this position. It is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of individuals employed in the specific role. The Board of Directors has the sole discretion to add or modify the duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.