

**Maricopa County Historical Society
dba Desert Caballeros Western Museum**

Executive Director

Exempt (Y/N): Y

Supervisor: Board Chair

Function of Position

The Executive Director is charged with conducting the affairs of the AAM Accredited and Smithsonian Affiliate Desert Caballeros Western Museum in Wickenburg, Arizona. Directs efforts of 13 FTE and a dedicated volunteer corps of 100+ towards meeting the mission and goals of the institution in accordance with guidelines established by the Board of Trustees. The Executive Director interprets and applies the policies adopted by the Board of Trustees and directs the operations and activities of staff. Responsible for planning, developing, coordinating, directing, and managing all earned revenue, grants, financial gifts, donations of property and sponsorships from private and public sources within an annual operating budget of \$1.5 million. Responsible for monitoring the progress of the institution and the staff in meeting the overall organizational objectives and initiatives in accordance with the mission and goals.

DCWM is a private 501c3 founded in 1960 and maintains a collection of over 15,000 pieces of art, historical artifacts and photographs representing the fine art and history of the American West. Its signature annual event Cowgirl Up! has garnered national attention for showcasing the work of women artists who work in the western genre. It serves over 65,000 visitors annually as a main draw to the historic downtown area of Wickenburg about 60 miles outside of the metro Phoenix area. The area is rich in tradition since territorial days from mining to ranching to art and today attracts tourists, winter residents and competitive team ropers to experience life in the real West.

Relationship with the Board of Trustees

Responsibility flows from the Trustees to the Museum Executive Director with the commensurate amount of authority and accountability to implement plans and programs to achieve desired results.

- The Executive Director is an ex officio member of all Board committees and shall serve on said committees or appoint a staff member to do so.
- Attend Board meetings and present monthly reports of Museum activities.
- Coordinate, schedule and plan for all Board of Trustee and committee meetings. Prepare meeting notices and associated documents while ensuring accurate minutes are taken and filed.
- Plan and implement annual Board of Trustees retreat.

Support for the Board of Trustees

- Develop proposals for review and approval by the Board of Trustees, including current and long-range program and facility plans. Oversee implementation and attainment of short and long term operational goals.
- Maintain positive working relationship with the Board of Trustees and provide information to assist them with decisions.
- Encourage and develop Trustee's participation in fundraising.
- Provide assistance and instructions to enhance Board development.

Responsibilities and Authority

Within the limits of the Articles of Incorporation, Bylaws, and policies approved by the Board of Trustees, the Executive Director is responsible for and has commensurate authority to accomplish the execution of the duties listed herein. The Executive Director may delegate as appropriate certain aspects of those responsibilities, along with corresponding authority. Ultimate responsibility and accountability for the operation of the Museum may not be delegated.

General Operation of Museum

- Provide the vision and personal leadership for the organization's growth and development and to achieve the goal of prominence and recognition within the museum profession.
- Responsible for the maintenance of integrity and high standards of professionalism in areas including, but not limited to, acquisition, preservation, research, interpretation, exhibitions, and security.
- Responsible for keeping privileged information confidential and representing the Museum in professional circles and before the public in a manner that enhances the prestige and credibility of the Museum.
- Develop and monitor strategies and initiatives to fulfill the Museum's mission, increase audiences, and ensure financial stability and growth.
- Approve the acceptance, on behalf of the Museum, of monetary and non-monetary donations. Recommend the acceptance of art and artifacts to appropriate trustee committees and Board of Trustees as per the collections management policy.
- Manage through appropriate subordinate personnel the daily activities of all Museum departments.

- Assist with development and implementation of overall marketing plans to promote the Museum and its programs.
- Remain current on policies, laws, and accepted practices pertaining to the museum profession through involvement in professional groups and continuing education.
- Participate in Museum public affairs and educational programs.
- Write, edit, and proofread correspondence, memoranda, and reports.

Programming

- Provide curatorial input on exhibitions, acquisitions, and artists to be invited for programs at the Museum.
- Ensure that all programs are conducted in accord with applicable legal requirements.
- Assist in planning and directing major Museum events, such as Cowgirl Up! and the heART of the West gala.
- Perform research and assist curatorial staff with gallery guides, labels, or other related materials as needed.
- Lead donor and member travel trips or delegate this task to an appropriate staff member.

Finance

- Create annual and multi-year budgets: initiate, review, evaluate and present budget requests to the Finance Committee, the Executive Committee, and the Board of Trustees. Executive Director has ultimate responsibility for adherence to operating and project budgets.
- Oversee budget and monthly fiscal status reports.
- Ensure employee payroll processes are carried out accurately.
- Negotiate and maintain fine arts insurance policy for the collection, the liability insurance policy, Director's, and Officer's insurance, and medical, dental, life and long-term disability policies for employees. Executive Director has ultimate responsibility for adherence to the Board approved budget for these policies.
- Oversee the annual external audit process for the Museum.

Development

Planning

- Play a key role in the fundraising activities of the organization, actively working with the Board of Trustees to meet financial giving, collection donation, campaign, membership, and sponsorship goals.
- Develop long-term growth strategies for the Museum's giving programs with a focus on support from individuals by identifying and cultivating prospective donors.
- Solicit sponsors and underwriters for Museum exhibitions, special events, educational programming, publications, and other activities.
- Periodically evaluate membership levels and benefits. Consider recognition, naming opportunities incentives and acknowledgments. Ensure fulfillment of benefits

Annual Appeal

- Develop an Annual Appeal campaign each year, including drafting the materials, coordinating the production and distribution, recording donations, acknowledging gifts, reporting results, and analyzing results to improve future campaigns.

Grants

- Develop and oversee a grant writing program for Museum activities.
- Submit proposals for grants, sponsorships, or other financial support to prospective corporate, foundation, and/or governmental funders.
- Track the progress of all proposals and ensure that all fulfillment and reporting requirements for grants and sponsorships are met.

Planned Giving / Capital / Endowment

- Responsible for organizing and implementing a comprehensive gifts solicitation and implementation program. Responsible for establishing and maintaining a planned giving program, periodically reminding members, volunteers, and the public of these opportunities. Manage and direct the Museum's capital and endowment campaigns while maintaining revenue streams for the annual operating budget.

Individual Gifts

- With the aid of the Board of Trustees and the staff, identify key prospects and develop individualized strategies to request major gifts.
- Work with the Curator to identify and solicit potential donors of collections items.
- Host site visits or special fundraising events for prospective donors or existing funders as appropriate.

- Prepare and deliver presentations to potential grantors as needed, or coordinate with the Board of Trustees and staff to deliver presentations as appropriate.
- Coordinate special programs, travel opportunities, and other activities for upper level members.
- Ensure that all contributors have been thanked appropriately and in a timely fashion.
- Publicize gifts to the Museum, in accordance with donor wishes.
- **Record Keeping / General**
- Direct the production and distribution of all solicitation materials.
- Ensure that development records are reconciled with accounting records, kept confidential, and that processing and documentation of donations is done in accordance with IRS requirements.
- Establish, maintain, and update individual donor, sponsor, and foundation files, databases, records, and/or other documents related to development.
- Research and develop potential technology-based fundraising strategies.
- Develop and maintain relationships with professionals in the giving, financial, and estate planning communities.
- Maintain current knowledge of new developments affecting donations, taxation of gifts, estate planning and the general philanthropic environment.

Relationships

Employees

- Responsible and accountable for all personnel actions involving staff and consultants. Direct, coordinate and monitor their work.
- Ensure that employees understand the mission and goals of the Museum, maintain building and collection security, maintain building cleanliness, handle, and care for the collection appropriately, and project a warm and friendly attitude toward guests and fellow staff.
- Approve personnel programs, procedures, and practices, in accordance with the Board of Trustee policies.
- Add, eliminate, or alter job positions with Trustee approval if necessary.

- Conduct regular staff meetings to ensure communication of information throughout the organization.
- Oversee the human resource functions within the organization to include benefits, hiring, termination, employee review, employee goal setting, salary treatment recommendations, attendance records, training, and adherence to applicable laws, policies, and procedures for all staff.
- Negotiate with, administer, and evaluate contractual employees and service providers, including, but not limited to, accounting, audit, insurance, tax returns, and information technology to ensure smooth operations within the organization.

Docents/Volunteers

- Direct, through personal contact and delegation to other staff members, the utilization of docents and volunteers at the Museum.
- Build and maintain excellent volunteer relationships.

Beyond the Museum

- Serve as the spokesperson and advocate for the Museum, effectively representing the organization to community, professional, governmental, civic, and private agencies, enhancing the organization's public image to expand interest and support.
- Present lectures, participate on panels, or serve as a judge at Western art events to increase awareness of the Museum.
- Attend Western art events to develop and build connections with artists, other museums, galleries, and collectors.
- Attend appropriate professional meetings on national, regional, state, and local levels.
- Develop positive relationships with museums, other institutions, and individuals to facilitate lending and/or giving opportunities.

Position Requirements

Education

Master's degree in non-profit management, museum studies, history, art history or related field and minimum seven years museum or non-profit leadership experience, or an equivalent combination of education and experience.

Work Experience

- Strong conceptual and leadership abilities required.

- Must possess an understanding and appreciation of the importance of sound public and employee relations.
- Prior experience in working with a governing board is required.

Knowledge, Skills and Abilities

- Excellent communication skills, both oral and written.
- Strong organizational and project management skills.
- Strong knowledge of fundraising techniques.
- Problem solving skills, delegation skills.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively network for organization and interact effectively with community, members/sponsors, and artists.
- Strong public speaking skills.
- Technological competency, including use of Microsoft Office suite, collections databases, and fundraising software.
- Knowledge of general business practices and accounting.
- Experience handling personnel matters.
- Knowledge of non-profit tax law.
- Knowledge of planned giving.

Certificates, Licenses, Registrations

- Valid driver's license.
- Pass a criminal background check.
- Membership in appropriate professional organizations.

Working Conditions

Office environment, non-standard hours, generally within 8:00 a.m. to 6:00 p.m., Monday through Friday with extended hours and weekends probable. Overnight travel out-of-state may be required on a regular basis. The noise level in the work environment is usually low to moderate.

The Museum is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, gender, sexual orientation, color, religion, national origin, disability, genetic information, or any other applicable status protected by state or local law.