

Job Specification

Executive Director – Macculloch Hall Historical Museum and Gardens

Job Type: Full Time

Career Level: Executive

Education: Master's Degree Preferred

Salary and Benefits: \$65,000-70,000, possibly higher based on qualifications, and competitive benefits

Job Description:

Macculloch Hall Historical Museum (the "Museum") seeks a skilled leader to serve as its Executive Director ("ED"). Founded in 1949, the Museum has a 200-plus year history as an historic home and gardens with important ties to local, state, and national history. The Museum also houses the most extensive Thomas Nast collection in the world.

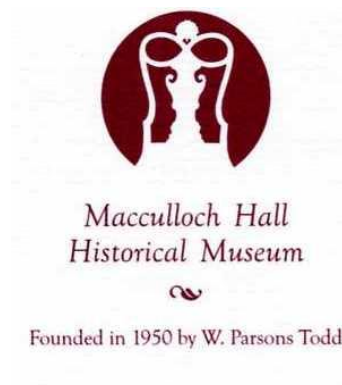
The ED is responsible for the general and fiscal leadership and management of the Museum, including overseeing development, public relations, programs, exhibits, grant writing/administration, annual giving, membership, partnerships, budgeting, historic building preservation and maintenance. The ED is charged with delivering on the mission and goals of the Museum in a fiscally sound and continuously relevant manner.

The ED reports to the Board of Trustees, leads and directs a current staff of 3, and manages an annual expense budget of \$400k. The ED must be a pro-active and highly visible symbol of the Museum.

The new ED will preferably have a graduate degree in Museum Studies, Public History, Non-Profit Management, or a related field, a minimum of 5 years management experience, strong writing and speaking skills, demonstrated fund-raising success, a working understanding of technology and finance, and demonstrated collaborative skills. The new ED must also have a deep passion for preserving the rich history of the Museum, in promoting its continued relevance, and have the drive to achieve meaningful results. The ED must have the ability to work closely with an active Board of Trustees (currently comprising 15 Trustees).

How to Apply:

Interested candidates should submit a resume, cover letter, and names and contact information for 3 professional references to searchctee@maccullochhall.org. The cover letter should address 5 major areas; comparable work experience and past successes, leadership experience and qualifications, development and fundraising accomplishments and experience, public relations and outreach, and a statement to convey an understanding of the importance and possible future potential of the Museum. The approved candidate should be able to assume the position in early 2015.



Title: Executive Director

Reports To: Board of Trustees

Overview of Position: The Macculloch Hall Historical Museum (the “Museum”) Executive Director (“ED”) is responsible for the general and fiscal leadership and management of the Museum, including development, programs, exhibits, partnerships, grant writing/administration, annual giving, membership, budgeting, building preservation and maintenance, and external relations. The ED is charged with delivering on the mission and goals of the Museum in a fiscally sound and continuously relevant manner. This person plays a pivotal role in the Museum’s continued success, working closely with the Board of Trustees (“Board” or “Trustees”) and three full/part time staff, in the development and articulation of the strategic direction of the Museum and in implementing the resulting strategies and initiatives. This individual must be a pro-active, visible symbol of the Museum.

The ED must have a deep passion for preserving the rich history of the Museum, in encouraging, and have the drive to achieve results. This position requires a skilled leader with excellent communication, influencing, development, and strategic skills. The ED must have the ability to work with the Board to create and carry out a unified vision for what the Museum can and should do.

About Macculloch Hall Historical Museum

Macculloch Hall Historical Museum preserves the history of the Macculloch-Miller families, the Morris area community, and the legacy of its founder W. Parsons Todd through its historic site, collections, exhibits, and educational and cultural programs.

Located in the heart of Morristown’s National Historic District, Macculloch Hall Historical Museum is an 1810 house with period rooms, exhibit galleries and historic gardens, featuring the nation’s largest collection of original artwork by 19th century political cartoonist Thomas Nast.

George Macculloch, a Scotsman born in Bombay, immigrated to America from London with his wife and two children in 1806. Settling in Morristown in 1810, Macculloch built a Federal-style brick mansion on a 26-acre gentleman’s farm. A businessman, scholar, and visionary, Macculloch is best known as the “father” of the Morris Canal, an

international engineering marvel. Generations of the Macculloch family influenced education, economics, politics and cultural events of their day.

The “Old House,” as it was known to Macculloch’s descendants, was acquired by Morristown philanthropist W. Parsons Todd in 1949 to house his collections, and tell the story of the Macculloch/Miller family.

Today, the museum is renowned for its major collection of works by America’s leading 19th century political cartoonist, Thomas Nast, who lived across the avenue. Nast is known for popularizing the Republican Elephant, Democratic Donkey, and America’s image of Santa Claus.

An oasis within walking distance of the business district, the museum’s garden has many original plantings and landscape features, and displays seasonal blooms including numerous varieties of heirloom roses. The Garden Club of Morristown worked with Mr. Todd to revive the historic landscape in the 1950s, and still assists with its upkeep.

The museum’s three exhibit galleries complement period rooms furnished with fine English and American decorative arts. The museum offers a diverse schedule of changing exhibits, educational and public programs attended by thousands of visitors from throughout the United States.

Macculloch Hall Historical Museum is a 501(c)(3) organization.

Job Responsibilities:

Collections:

1. Work with full-time curator to oversee the development and maintenance of the collections and archives in the Museum’s care. This includes: ensuring appropriate and ongoing documentation, preservation and protection of the archives and collections; oversee the documentation of archival and collections care processes to facilitate effective knowledge transfer and consistency of approach; and
2. Carry out the the Museum’s collections policy using strategic acquisitions and de-accessioning consistent with the decision making rights and wishes of the W. Parsons Todd Foundation Trustees.

Communications:

3. Represent the Museum in fundraising, recruiting, and other public efforts;
4. Oversee the design, delivery and quality of all Museum marketing materials created by staff/consultants, including print, electronic and other mediums;
5. Oversee the design, delivery and quality of all Museum proprietary materials (logo, reproductions, etc.) created by staff and consultants for sale;
6. Communicate with the Board of Trustees and staff as to key decisions, meetings and information relative to strategic direction.
7. Participate in the orientation of new Trustees in concert with members of the Committee on Trusteeship.

Leadership:

8. Understand and operate based on the underlying relationship and structure of the Museum and the W.P Todd Foundation;
9. Further develop and drive an organizational culture of teamwork, leading by example;
10. Provide integrative leadership to staff for consistent direction, communication, and organizational alignment; and
11. Work effectively with the many constituencies involved with the Museum: Trustees, staff, volunteers, students, visitors, funders, school and civic organizations, and local and state units of government.

Management:

12. Oversee the day-to-day direction of the Museum;
13. Oversee all Museum operations, including human resource management, marketing, facilities and grounds management; and maintenance and preservation of the facility;
14. Improve and update administrative policies related to daily operations;
15. Maintain a flexible schedule to attend evening and weekend activities, and supervise staff with regard to same;
16. Work with the Board Treasurer to prepare and recommend an annual budget for Board approval. The Board Finance Committee will meet with the ED on a quarterly basis to assess progress.
17. Prudently manage the Museum's resources within the annually approved budget and according to applicable laws and regulations.

Program and Event Delivery:

18. Oversee the design, marketing, promotion, delivery and quality of all Museum programs, special events and visitor interactions, partnering with Trustees as needed.

Strategic and Other Development:

19. Lead all long-term and short-term development and fundraising efforts including but not limited to annual giving, membership, fund and friend raising, endowments, capital campaigns etc;
20. Develop strategies to optimize the use of the building, gardens, and collections consistent with the stated objectives of the Museum and the W. Parsons Todd Foundation, and the Museum's mission.
21. Execute the Museum's short- and long-range strategies and plans;
22. Monitor pertinent trends and recommend appropriate programming to keep pace with a changing local, state and national environment;
23. Identify and monitor the array of grants for which the Museum is eligible to apply. Partner with the President and other Trustees to prioritize these grants to determine

which the Museum should apply for in any given cycle and to further identify any impediments to application which the Museum needs to address before any such application be made;

24. Direct a marketing program that builds on and expands the Museum's reputation, increases public awareness and membership and aids in the success of the annual giving drive;
25. Support and participate in Trustee-lead fundraising efforts.
26. Work with the part-time educator to identify potential audiences for the Museum's exhibitions and programs, and develop related programming to build audience and relevancy of the site for those audiences.

Education and Experience:

1. A master's degree is preferred. A minimum of a BA/BS. Qualification in Museum Studies, Museum Administration or related field is preferred.;
2. Experience in grant writing and working with a non-profit Board preferred;
3. Five or more years of progressively responsible experience managing staff and dealing with all human resources-related matters, including hiring, evaluating, and terminating employees;
4. Demonstrated record of being a creative self-starter, leader, team builder, and a problem solver.
5. Proven administrative, analytical, and strategic planning skills;
6. Proven financial ability to develop and manage a budget and to monitor ongoing financial performance;
7. Demonstrated success in fundraising and community outreach with experience in crafting public and private partnerships;
8. Record of being an effective communicator with proven ability to work with individuals or diversified groups such as staff, Board, committees, government, business leaders, donors, and volunteers; and
9. Proven record of working collaboratively with teammates.