

SALISBURY

HOUSE FOUNDATION

Date: July 2015

Position: Executive Director

FLSA Status: Full-time Salaried (Exempt)

Supervisor: Chairman of the Board, on behalf of full Board of Directors

INTRODUCTION AND OVERVIEW:

Salisbury House Foundation (SHF) is a 501(c)3 tax exempt organization incorporated in the State of Iowa in 1993 with the sole charitable purpose of preserving, interpreting, and sharing Salisbury House as a historic house museum for the cultural and educational benefit of the public. Reporting to a volunteer Board of Directors, the Executive Director serves as the Chief Executive Officer for SHF, standing as primary visionary and spokesperson for the corporation, planning and managing the organization's budgets and operations, leading all fundraising and earned revenue initiatives, managing all construction projects, and supervising the work of all staff and volunteers. The Executive Director also serves as the primary preservation, conservation and interpretation advocate for Salisbury House's exceptional library, fine art, architectural, landscape and decorative collections, ensuring that their academic and historic values are fully appreciated and widely shared.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Manage and direct the work of eight full-time and five part-time employees (to include hiring when required), plus seasonal workers and numerous volunteers, ensuring a high level of performance in an efficient and cost-effective fashion;
- Develop and manage an annual operating calendar that meets all regulatory reporting requirements, provides ample opportunities for communication with the Board, and demonstrates active engagement with the public through innovative, entertaining, and educational programs;
- Actively engage with elected officials, corporate leaders, donors, associations, foundations, the media and others as necessary to enhance SHF's profile and financial success, both within and beyond Central Iowa;
- Maintain and enhance SHF's financial well-being by implementing and/or managing sound financial policies and procedures, developing and implementing an annual operating budget, and providing timely reports, analysis and recommendations to the Board on current and planned financial endeavors;

- Establish and implement fundraising and earned income goals in partnership with the Board, to include unrestricted operating funds, sponsorships, endowments, construction funds, grants, rentals and other sources of income as allowable under SHF's 501(c)3 tax exempt status;
- Work closely with the Board, staff and other stake-holders to manage an effective strategic planning cycle, developing collaborative, creative plans periodically, then executing them successfully in ways that fully support SHF's mission in a cost-effective fashion;
- Serve as the primary risk management officer of the corporation, ensuring that the Board is able to effectively discharge its fiduciary responsibilities to the corporation by developing, implementing and managing sound museum policies, backed by insurance, physical security, and conservation activities that protect the grounds, buildings and collections, and prioritize human safety and security at all times;
- Lead the organization's administrative management by ensuring sound operational and human resource policies are in place and followed at all times, providing effective oversight of day-to-day operations and programs, promoting internal communication and coordination, encouraging and inspiring staff professional development, and working to maximize staff and volunteer talents;
- Develop, implement and manage ethical procurement and contract management practices that ensure that SHF receives the highest quality goods and services from its partners at the best possible cost, at all times;
- These duties and responsibilities are presented as illustrative examples of the primary ways in which the Executive Director ensures SHF is able to execute its mission effectively, and should not be read as all-inclusive; other commensurate duties and responsibilities may be assigned by the Board or arise situationally throughout the operating year.

QUALIFICATIONS:

The ideal candidate will possess all of the following qualifications; reasonable physical accommodations may be made upon request, and where possible or practical given the nature of the historic property where SHF offices are located:

- Masters degree or higher from an accredited four-year college or university in public administration, nonprofit management, historic preservation, museum studies, public history, architecture, or another closely-related field;
- A minimum of ten years experience in nonprofit management, ideally within a cultural institution, to include demonstrable supervisory responsibilities and significant fundraising success;
- Proven leadership skills and ability to build positive relationships with diverse personalities and work styles, inspire internal and external collaborations, and direct multiple activities and responsibilities without being autocratic; SHF is a small "hands-on" organization, and the Executive Director is often called upon to lead by example and demonstration, rather than by remote or written instructions;

- Demonstrated experience in and/or strong working knowledge of nonprofit financial principles, including regulatory requirements for charities, the annual audit and tax cycle, internal controls, generally accepted audit practices, along with an ability to read, interpret and report on standard general ledger, profit and loss, IRS Form 990, and balance sheet entries;
- Working knowledge of professional museum, conservation and historic preservation standards, terminology, principles, and techniques for both collections and historic buildings, along with willingness to remain up-to-date on best practices through professional organizations and/or continuing education;
- Excellent oral and written communication skills with the ability to strongly represent SHF and its mission with donors, volunteers, elected officials, corporate executives, fellow nonprofit managers, other key civic leaders in Central Iowa, and national nonprofit and museum associations;
- Ability to work collaboratively and in a cost-effective fashion within a small, collegial organizational structure that requires all staff members – including the Executive Director – to be flexible, responsive, and willing to assist with day-to-day SHF operations and visitor relations as required;
- Strong skills with all common contemporary office software applications (e.g. Word, Excel, PowerPoint, etc.), and knowledge of or ability to quickly learn collection management and fundraising software applications used by SHF;
- Ability to stoop, crouch, kneel, push and lift up to 40 pounds, occasionally in confined spaces, on ladders, or in rooms only accessible via stairs;
- Ability to work evenings and weekends and travel nationally as required.

To apply for this position please email a cover letter and resume to Amy Saylor at asaylor@salisburyhouse.org. The position is open until filled. No calls please.