



Salisbury House Foundation

Executive Director

POSITION DESCRIPTION

Reporting to the Board of Directors, the Executive Director serves as the chief executive officer of Salisbury House and Gardens Foundation with the primary responsibility of serving as the chief visionary and primary spokesperson for the organization, leading the organization's fundraising activities, managing the organization's day-to-day activities and coordinating the work of staff and volunteers.

The Executive Director must be a proven, visionary leader with an understanding and appreciation for the historical and cultural significance of Salisbury House. He/she will be an entrepreneurial leader and communicator able to effectively convey the value of Salisbury House to the public and elevate its status as an important cultural venue. The Executive Director will work to ensure the organization is fiscally and programmatically sound. He/she will actively pursue the organizational mission of providing innovative programming that meets and exceeds the needs and expectations of community stakeholders and work with the Ferscipe Group to promote community entrepreneurialism. The Executive Director will oversee the continued restoration, preservation and conservation of the home and its collections.

DUTIES AND RESPONSIBILITIES

The Executive Director will have ongoing responsibility to:

- Engage with community leaders, donors and funding sources, to raise the organization's profile in the community, with focus on the significance of the entrepreneurial spirit. In partnership with the board and staff, cultivate an ongoing presence and opportunities for future participation with Salisbury House, through marketing, public relations, and the use of new technologies, public speaking opportunities and community-wide involvement.
- Direct the organization's financial management. Working closely with staff, maintain the organization's financial well-being by using sound financial policies and procedures. Provide the Board with operating budgets, updates and reporting that ensures effective financial oversight.
- In partnership with the Board and staff, establish and implement fundraising goals. Lead efforts to identify and cultivate individual, foundation and corporate donors and expand the donor base.

- With the Board and Staff, lead the organization in working within the goals of our Strategic Plan. Develop and implement annual and long-term programmatic and organizational strategies and goals with particular attention paid to overall return on investment.
- Lead the organization's administration management. Ensure good operational and human resource policies are in place. Provide effective oversight of the day-to-day operations ensuring all programs are professionally and efficiently organized and implemented, Recruit, direct, engage and motivate staff. Promote internal communication and coordination. Annually evaluate staff performance and encourage and inspire professional development. Work to maximize staff and volunteer talents.
- Ensure the preservation, security, restoration and maintenance of Salisbury House, its grounds and collection and maintain museum policies.
- Keep the Board informed of the status of operational goals, programming, staff and funding developments. Regularly engage Board members in the development of organizational policy, fundraising and community outreach activities.
- Keep well-informed about the Board's activities and work to maximize Board talents and resources.
- The Executive Director currently manages a staff of 7 full time employees and an annual operating budget of \$1 million.

QUALIFICATIONS

- Proven managerial, administrative, fundraising, personnel management, and non-profit organizational experience; cultural organization experience preferred.
- Ability to engage with and communicate to the community about the importance of Salisbury House and Gardens and our strategic plan.
- Demonstrate proven creative experience and ability in initiating and implementing programming relevant to our mission. Demonstration of programming initiatives and community building within a diverse community.
- Experience partnering with, and reporting to, a volunteer Board.
- Excellent oral and written communication skills with the ability to represent Salisbury House to a diverse public.
- Minimum B.A.

PERSONAL CHARACTERISTICS

Ideally, the Executive Director should be:

- Dedicated to carrying out the Salisbury House mission with a passion for art and culture;
- Ability to engage with and communicate to the community about the importance of Salisbury House and Gardens and our strategic plan;
- An innovator and visionary who can create excitement and energy around Salisbury House programs and encourage others to support the organization

through community engagement; persuasive and persistent in the pursuit of the organization's goals; entrepreneurial, strategic, resourceful, and trustworthy;

- A team builder who understands how to motivate, direct, and build positive relationships with diverse personalities and work styles, and inspires internal and external collaborations. A leader who is able to delegate and prioritize multiple activities and responsibilities without being autocratic;
- Well-read; outgoing and open.

ABOUT SALISBURY HOUSE FOUNDATION

Salisbury House and Gardens was constructed in 1923-1928 as a 42-room Tudor-style mansion by successful entrepreneur and philanthropist Carl Weeks, founder of Armand Cosmetics. It is valuable for understanding the country house movement in America and the intersection of business and culture in the first half of the twentieth century. With nearly 10,000 eclectic historical documents, rare books and important objects of art from around the world, the Salisbury House reflects the cultural, economic, and social values in the United States between World War I and World War II.

Salisbury House is currently listed on the National Register of Historic Places and rose from local to national significance in 2005, when efforts began to nominate it as a National Historic Landmark. In identifying the most important structures in Iowa over the past century, the American Institute of Architects, Iowa Chapter, named Salisbury House "Building of the Decade for the 1920s." The extraordinary integrity of Salisbury House and Gardens' building, landscape, collections and archives make the mansion a significant national resource. Please visit the website at www.salisburyhouse.org.

APPLICATION PROCESS

Interested applicants should submit their cover letter and resume by Friday, March 9, 2012 to:

Liz Neumann

lizmneumann@gmail.com

(please include SH Director position in the subject line.)

or mail to:

Liz Neumann

3950 John Lynde Road

Des Moines, IA 50312

The employer is an Equal Opportunity Employer.