



**Mail:** PO Box 1762, Albuquerque NM 87103 **Location:** 616 Central Avenue SW, Albuquerque NM 87102

## **Position**

### **Executive Director (\$60,000-\$75,000 per year + benefits)**

Reporting to the board of directors, the executive director will have overall strategic and operational responsibility for the museum's staff, programs, exhibits, finances, expansion, and execution of its mission.

## **About the museum**

The museum, incorporated in 1998 as a 501(c)(3) nonprofit organization, opened in 2001 in an Albuquerque storefront. From the outset, the founders were clear that the mission was to include lessons and personal stories of the Holocaust, other genocides, and the complex history of New Mexico to educate and inspire communities of upstanders. Traveling exhibits have been researched and designed so that communities statewide can learn our lessons. We offer a robust teacher training program which meets New Mexico standards for social studies, English language arts, and inquiry.

The paid staff includes five individuals who oversee day-to-day administration, collections, communications, education, and programs. A part-time employee organizes volunteers, and there are volunteer professionals who supervise the research library, oversee development, and write grants. Contractors support staff with IT, bookkeeping, marketing, and education.

The museum serves approximately 5,000 people in the museum, in schools, and in the community. The museum educates nearly 2,000 students and teachers annually. The organization has an annual budget of approximately \$500,000 and relies heavily on foundation and state government grants.

## **Overall responsibilities**

### **Leadership & Management**

- Ensure ongoing programmatic and exhibit excellence, consistent quality of finance and administration, fundraising, communications, facility and systems.
- Plan and execute exhibitions, update permanent exhibit interpretation, oversee temporary exhibits, and ensure they are well maintained.
- Oversee museum collections, their preservation, accessioning and de-accessioning through the director of collections and in accordance with policies.
- Manage timelines and resources needed to achieve strategic goals. In particular, work with staff to participate in an in-depth self-study using STEPS (Standards for Excellence Program) and/or other resources.
- Foster an effective collaboration among board, volunteers, and support departments.
- Represent staff at board meetings by highlighting reports submitted by staff.

- Actively engage and energize the museum’s volunteers, board members, committees, partner organizations and funders.
- Develop, maintain, and support a strong board of directors; serve as ex-officio of committees, seek and build board involvement with strategic direction.
- Lead, mentor, develop, expand, evaluate, and retain the museum’s staff.
- Track progress and regularly evaluate museum departmental goals.
- Participate in annual performance evaluations in compliance with by-laws.

### **Fundraising & Communications**

- Expand revenue to support existing program operations and fund future expansion, while simultaneously creating reserves.
- Identify, develop and maintain strong communication and trust with donors and stakeholders.
- Prepare grant proposals, budgets and reports to grantors.
- Strengthen and refine all aspects of communications, from web presence, media relations, community outreach, etc., to maintain a strong brand and awareness among target audiences.
- Serve as the primary spokesperson for the organization with the media and constituents.

### **Finance**

- Manage budgeting and financial forecasting, insurance, annual state and local fees and reporting, payroll and benefits.
- Oversee preparation of materials for the annual financial audit and Form 990 tax return.

### **Qualifications**

- Advanced degree in museum studies or related field and/or at least 5 years’ experience in some aspect of museum leadership.
- Strong written and verbal communication skills.
- Ability to establish and nurture key collaborations with local and regional partners.
- Experience or knowledge in researching, writing, designing, and installing exhibits.
- Experience incorporating a diversity of viewpoints in interpretation.
- A passion for and knowledge of Holocaust history or genocide studies with a deep understanding of New Mexico’s complex history and diverse cultures.
- Familiarity with collections management best practices.
- Strong understanding of nonprofit accounting reports and government reporting requirements.
- Broad interpersonal skills with ability to relate to staff, board members, donors, community stakeholders, and other diverse groups.

### **To apply:**

Submit cover letter, résumé, and three references to [info@nmhim.org](mailto:info@nmhim.org).

Use “executive director position” in the subject line.

Applications due no later than January 17, 2025.