

# Executive Director

## Mountain-Plains Museums Association

The Mountain-Plains Museums Association seeks a dynamic, creative, and networked professional to lead one of the six regional museum associations in the country. This position, which reports to an active board of directors consisting of regional museum professionals, is responsible for the success of the association. The Executive Director must have daily operational skills combined with global and big-picture thinking abilities to lead the membership of the association. The Executive Director must successfully manage the association's membership services, an annual conference, and a regional newsletter. The Executive Director must be knowledgeable of professional standards, national trends, and current challenges in the museum field. As the main spokesperson for the association and as a leader in the field, the Executive Director must be able to work collaboratively with other organizations and represent MPMA to museums, state and national agencies, universities, corporations and foundations, along with state, regional, and national museum associations.

Since 1953, professionals throughout MPMA's region have looked to the organization for the latest in training, best practices, and networking. The Executive Director will ensure that MPMA continues to inspire the full spectrum of professionals in MPMA's region – from emerging to late career – to reach a higher level of accomplishment through up-to-date information from the field, educational outlets, job opportunities and collegial growth. The Executive Director will act as a champion of museums in MPMA's 10-state region, promoting them to a regional and national audience.

### **Responsibilities**

#### 1. Annual Meeting

The Executive Director plans and implements the association's annual conference. Duties include coordinating all logistics of the meeting, committee work, marketing, and determining content of all programming in collaboration with board and conference committees.

#### 2. Membership

The Executive Director increases the membership base by adding individual, institutional and business members and develops and implements programming to enhance membership services.

#### 3. Development

The Executive Director serves as the development officer and obtains financial support for operations and programs from corporations, foundations, and individuals.

#### 4. Public Relations / Marketing

The Executive Director serves as the primary spokesperson for the association and must be an outstanding communicator in order to coordinate all written and verbal communications from the association and have a proven track record with social media.

#### 5. Administration

The Executive Director is the primary administrator of the association. This involves presenting an annual budget to the board, implementing the budget, and working with the board to review, update and implement the association's long-range plan. It also includes working with public and private agencies, attending and facilitating board and committee meetings, and managing the daily operations of the association's office which includes staff supervision.

### **Required Qualifications**

Education: A Bachelor's Degree is required. A Master's Degree is preferred.

Experience: Minimum of five years' managerial experience in museums; ten years' full-time experience is preferred.

Location: Must live and work in MPMA's 10-state region

### **Also....**

Work requires light physical effort.

Required to work weekends and after business hours as needed.

Required to work many days (up to a week) at conferences and meetings.

Required to have a current driver's license and to drive long distances.

Required to travel regionally and nationally.

### **Abilities, Skills, and Knowledge**

- Demonstrated ability to take initiative and shape the association's direction.
- Ability to work cooperatively with the board and membership.
- Ability to work with a new board president every two years.
- Ability to think outside the box, generate ideas, and shape the association's vision.
- Ability to operate associated accounting and membership software, and web-based programs.
- Ability to manage a web site and social media outlets.
- Ability to perform related work as required.
- Excellent oral and written skills for effective communications.
- Proven track record of superior organizational skills.
- Proven track record of innovative leadership skills.
- Proven track record with fiscal matters.
- Proven track record of collaboration.
- Strong interpersonal skills.
- Strong knowledge of the museum community.
- Knowledge of principles, concepts and methodology of organizational management.
- Knowledge of grant proposal writing.
- Knowledge of strategic planning.
- Knowledge of integrated management software; WildApricot preferred.

### **Application Details**

Anticipated Start Date: May 19, 2019 (negotiable)

Application Deadline: April 15, 2019

Salary Range: \$52,000 - \$57,000

### **Apply here**

Heidi Vaughn, MPMA Search Committee Chair

Director, Laboratory of History Museum, University of Central Oklahoma, Edmond, OK

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### **How to submit application**

Electronic applications only.

Send as attachments: signed cover letter, resume, and contact details for three professional references.

**MPMA is an equal opportunity employer that does not discriminate in its hiring practices.**