



Executive Director

Accepting applications from April 20, 2020 - May 22, 2020

Title: Executive Director

Reports to: Board of Directors

Supervises: Development Director, Program Coordinator, Key Consultants

The NATIONAL INDO-AMERICAN MUSEUM (NIAM) builds bridges across generations and connects cultures through the diverse, colorful stories of all Indian Americans. We serve as a hub for the entire spectrum of the Indian American experience, keeping its stories alive and relevant, using fresh and innovative ways to connect with audiences. More information can be found at www.niam.org

ABOUT THE POSITION

NIAM is seeking a high-energy leader who embodies NIAM's values and motivates the larger community to execute the mission. The Executive Director (ED) is the key strategic and management leader for NIAM and spearheads the growth of the organization. The ED reports to the Board of Directors and works actively with the board and staff to build a comprehensive sustainability strategy, expand the funding base and raise the organizational profile nationally.

The ED is responsible for developing and continuing the organization's strategic direction, reputation and brand with stakeholder groups, facilitating an inclusive and growth-oriented work culture, as well as providing operational and administrative oversight. The ED is at the forefront of critical decision-making, maintains high standards of trust and transparency, and provides leadership that is creative and flexible for achieving NIAM's mission and goals.

Responsibilities:

Leadership and Strategy (approximately 25% of the position)

- Advance the mission and vision of NIAM and work to achieve strategic goals by partnering with the board in developing and maintaining a strategic planning process with long-range and short-range objectives. Ensure that the strategic plan aligns with the overall mission.
- Provide leadership to the organization and foster the creation of an energetic, growth-driven, inclusive culture.
- Build and maintain community partnerships to amplify the impact of NIAM's programs and exhibits.
- Advance and promote the impact of NIAM to key stakeholders, donors and the community.
- Operationalize the organization's priorities and goals.
- Oversee the implementation of day-to-day programs.

Fundraising and Communications (approximately 20% of the position)

- Develop, lead and oversee the growth strategy and management for NIAM, building a diversified income stream of individual and institutional donors, corporate and government support.
- Work closely with the Board of Directors and Director of Development to identify, cultivate and solicit donors and funders. Increase number of donors and size of gifts.
- Seek and develop opportunities for growth with strategic alliances and partnerships.
- Serve as the lead advocate for the organization and its spokesperson.
- Oversee communications initiatives.
- Raise the visibility of NIAM in the community.

Financial Management (Approximately 10% of the position)

- Ensure sound financial management ensuring NIAM is financially viable and sustainable with the resources to meet current and projected program growth.
- Ensure financial protocols are followed.
- Ensure expenses are in line with revenue and report regularly to the Board on the budget and cash flow.
- Responsible for all budgeting, cash flow and financial reporting in collaboration with the Treasurer of the Board.
- Oversee the annual financial reporting (audit, 990, etc.) and publication of NIAM's Annual Report.
- Ensure compliance with city, state and federal policies.

Personnel Management (Approximately 15% of the position)

- Actively model and reinforce NIAM's culture and values.
- Ensure that personnel policies are updated, reviewed and followed as appropriate. Ensure that legal HR policies are followed including compliance, compensation, benefits administration.
- Develop and review staffing plan. Build strong collaborative relationships with staff and develop staff; ensure that talent is identified, coached and made ready for leadership opportunities.
- Set high expectations for an inclusive environment where staff, volunteers and stakeholders of all backgrounds thrive.
- Hire, supervise and mentor direct reports, prepare evaluations, conduct necessary disciplinary, termination and other personnel actions in accordance with personnel policies.
- Conduct staff meetings to enhance internal communications, leveraging collaborations among staff and staff development.
- Work with the staff to recruit, screen, train and manage volunteers.

Operations and Facilities Management (Approximately 10% of the position)

- Responsible for rental contracts and partner agreements for all NIAM's facilities and sites.
- Oversee operations at the Umang and Paragi Patel Center.
- Ensure the safety and emergency preparedness of NIAM staff, interns and volunteers.
- Manage contracts and sub-leases with key organizational partners.

Board of Directors (Approximately 10% of the position)

- Serve as the primary organizational liaison to the Board of Directors, including building relationships with new and prospective members. Assist in board development, including board succession planning.
- Facilitate the board's decision-making by providing accurate and timely information, recommending action and ensuring policy and program implementation.
- Work closely with the Board President to prepare board meeting materials and share regular financial statements.
- Ensure staff support for board committees.

- Ensure stewardship of official documents and records.

Program Development and Evaluation (Approximately 10% of the position)

- Oversee all the programs ensuring that the mission is carried out effectively
- Oversee the planning and implementation of mission-aligned exhibits including audience engagement
- Work with the staff, volunteers and interns to operate high quality programs aligned with NIAM's mission.
- Ensure the regular evaluation of programs and the effective incorporation of results to inform future program delivery.

Other

- Protects the confidentiality of NIAM.
- Perform other duties as assigned by the Board.

Work Schedule:

- Exempt or non-exempt position: Full-time, Exempt.
- Average hours per week: 45-50.
- Evening or weekend work: Occasion evenings and weekend hours at NIAM events, also attendance at select community events where NIAM needs to be represented. Including but not limited to participation in the following NIAM events:
 - Board/Development Committee meetings
 - Major Fundraisers
 - House parties and special donor engagement events.

Qualifications

- Belief in NIAM's mission.
- A minimum of five years' experience in nonprofit management (preferably in the arts).
- Experience with fundraising, including donor cultivation and increasing income.
- Demonstrated ability to work effectively with a Board of Directors.
- Strong financial management skills, including developing budget preparation, analysis, decision-making and reporting.
- Excellent verbal, writing, analytical, listening and collaborative skills.
- Superb communications, interpersonal and relationship-building skills.
- Excellent organizational skills.
- The ability to articulate a broad vision of NIAM, Indian American history and culture.

Compensation

- Salary range for this position is \$65,000 to \$75,000 depending on experience and qualifications.
- We offer a compensation package that includes generous paid time off.

How to Apply

- To apply, please submit your letter of interest, resume to: NIAM_EDappln@niam.org with the subject line. "NIAM ED: your last name, your first name".
- Accepting resumes until May 22, 2020. Position expected to begin early July.
- No phone calls, please.