

Executive Director Job Description and Functions

Maine Jewish Museum Executive Director (part time 4 days per week)

Position Description

The Executive Director (ED) is responsible for creating a vibrant, inclusive, and sustainable museum operation delivering on our promise to celebrate and honor the contributions and diversity of Maine's Jewish immigrants in the context of the American experience. In this role, the ED will oversee the operations of the Maine Jewish Museum including but not limited to exhibit and program development, fundraising and donor relations, community relations, supervision of staff, audience development, board engagement, and general management.

Specifically the ED is charged with accomplishing the following:

- 1, Lead programming/education efforts and exhibition strategy by working closely with the Chairs or Co-chairs of the Historical Exhibitions and Arts Committee and the Programming Committee
2. Work closely with the Hall of Fame Committee to create and implement Hall of Fame ceremony including programmatic, marketing, sponsorships and fundraising.
3. With the President of the Board, develop an annual fundraising plan incorporating goals and objectives shaped by the strategic plan, including Annual Appeal Strategy and researching grant opportunities.
4. In conjunction with the Finance Committee, set financial goals and budgets and assume responsibility for achieving them.
5. Represent the organization at community activities to enhance the organization's profile and establish collaborative relationships with community groups, foundations, and other non- profits throughout Maine to help achieve the goals of the Museum.
6. Mentor, supervise and lead MJM staff including the Volunteer Bookkeeper, Curators, Administrator, and liason with vendors.

Work Plan & Deliverables:

Create annual work plan to achieve goals and responsibilities listed above with clear activities and deliverables delineated

Other Involvement

As time permits, in addition to the above, the ED will also need to focus on other duties as assigned by the President of the Board.