

The Maine Jewish Museum is now Hiring an Executive Director.

Founded in 2008, the Maine Jewish Museum is a nonprofit 501c3 organization located in Portland, Maine. Our mission is to celebrate and honor the contributions and diversity of Maine's Jewish immigrants in the context of the American experience. Through exhibits, programming, and dialogue the Museum seeks to build bridges of appreciation and understanding with people of all backgrounds.

We seek a collaborative and determined leader who is passionate about our mission and who can creatively achieve it. The Executive Director (ED) position is responsible for the overall programmatic, financial and operational health of the organization, and ensures the Museum's programs, exhibitions, staff, and volunteers are aligned with our mission. It is being offered as a four days a week salaried position with negotiable benefits.

Responsibilities

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.

Specific Responsibilities Include:

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 Induction 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 nonprofits throughout Maine to help achieve the goals of the Museum.
6. Mentor, supervise and lead MJM staff and volunteers including the Volunteer Bookkeeper, Curators, Administrator, and manage 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.

Skills

. A self-starter who can multi-task, prioritize and handle pressure of multiple priorities and deadlines.

- Proven leadership, communication and management skills.
- Excellent public speaking and written communication skills.
- Proven track record of fundraising, donor cultivation, and grant writing.
- A commitment to educating and engaging diverse audiences around a compelling mission.
- Ability to use and leverage technology and social media. Track record in working effectively

Desired Qualification/Skills

- several years prior leadership experience ideally in a museum and/or programming environment
- nonprofit fundraising experience including grant writing, major gift solicitations, mail and social media campaigns and development of business sponsorship packages.
- Experience in budgeting and special event planning.
- Ability to instill, manage, and inspire culture of inclusivity with the highest performance standards and accountability.
- Ability to interact with all levels of business executives, community groups, civic leaders and other individuals to promote the organization.

All staff and visitors to the Museum are required to wear masks and capacity is limited based on State of Maine guidelines. Hand sanitizer is available in all spaces.

If Interested please forward cover letter and resume to asst.mainejewishmuseum@gmail.com