

JOB DESCRIPTION: EXECUTIVE DIRECTOR

The Executive Director provides administrative, financial, strategic, artistic, and social leadership for the Holter Museum of Art. Leading an excellent team (currently 4 full-time and 3 part-time), the ED reports to a dedicated Board of Directors, and to an engaged and supportive community.

Essential Duties:

- **Financial Management** – Be knowledgeable about nonprofit finances; steward the Holter’s finances responsibly and attentively; collaborate with the Board Treasurer and President to generate and manage the budget, and to oversee, manage, and report financial activities accurately on a monthly basis; uphold financial and administrative policies and procedures; and ensure that income goals are met and expenses remain on track.
- **Fundraising and Development** - Manage, oversee, and engage in a robust, effective, year-round fundraising program that engages the community, strengthens partnerships, and earns adequate and appropriate support for the Holter’s financial well-being.
- **Staff & Organizational Management** – Manage, oversee, and support staff in their work; provide effective staff evaluations and timely, responsible feedback; ensure a safe, supportive, and collaborative work environment; maintain and ensure an effective organization with respect to culture, structure, operations, programmatic initiatives and physical environment. The Executive Director will hire, evaluate, supervise, and terminate museum staff.
- **Liaison and Support to the Board of Directors** – Collaborate with the Board President and report to/meet with the Board, following appropriate Board procedures; uphold the Holter Bylaws and mission in all activities and communications; act as liaison between Staff and Board in a fully communicative and effective way; assist the Board in its fundraising efforts and in implementing specific strategies. Art Acquisition The Executive Director in concert with the curator and the acquisitions committee will accept art bequests in conformance with museum mission and values and taking into account storage and cataloguing responsibilities.
- **Strategic Planning** - Create and implement, with the Board, a strategic plan that meets short-term and long-term goals consistent with the Holter’s mission and values.
- **Presence** - Be the face and the voice of the Holter Museum of Art – upholding, promoting, celebrating and representing the Holter in all situations, reflecting the Holter’s mission of bringing excellence in contemporary art to the Helena community.

Essential Competencies - The excellent candidate will demonstrate:

Leadership and Teamwork. Lead the staff in an environment that fosters creativity, teamwork, a commitment to excellence and mutual respect. Participate as a member of committees, formal and informal groups established for specific purposes that contribute to fulfilling the mission, vision and goals of the Holter.

Strong administrative skills. The Executive Director must apply strong organizational and administrative skills and have a developed understanding of nonprofit administration, financial practices, and management.

Strong Financial Management. Demonstrate knowledge of fundraising activities, developing annual budgets and maintaining sound financial practices

Communications. Demonstrate effective communication skills with staff, Board, the artistic community, and the public that will enhance the Holter's presence, relationships, communications, marketing, and collaborations.

Internal/External Relationships. The Executive Director must be practiced in creating and maintaining positive, effective working relationships with the Board, staff and volunteers, artists, members of the arts and business community, and the community at large.

Knowledge of art museums and their ecosystem. The Executive Director must develop or have a working knowledge of current art museum ethics and practices, as well as developing familiarity with the world and ecosystem of the Holter, and its particular place in that ecosystem.

Character. The Executive Director must be a model of integrity and fairness and have high ethical standards.

Salary range & benefits:

\$55,000 - \$60,000 DOE

Medical insurance

TO APPLY:

Please email a full resume with at least 3 references to:

Executive@holtermuseum.org

No phone calls, please.