

## **The Sanibel Historical Museum & Village**

### **Executive Director Job Posting**

**February 2023**

**The Sanibel Historical Museum & Village is seeking an Executive Director to start no later than May 15, 2023. Applications are due no later than April 1, 2023. Below is an overall description of the Museum, job details, qualifications, and information on compensation and benefits.**

#### **MUSEUM OVERVIEW**

The Sanibel Historical Museum & Village is located on Sanibel, Florida. The Museum's primary mission is to "preserve, share, and celebrate the history of Sanibel". It was founded in 1984 and became a 501(c)(3) in 2007. The Museum's buildings and their contents are owned by the City of Sanibel but managed by the Sanibel Historical Museum & Village under the direction of an Executive Director. Active supporters of the Museum include a vibrant Board of Directors, five staff members, approximately 125 volunteers, and more than 900 donors and museum members. Nine of the Museum's 12 buildings are historical in nature, and were relocated from other places on Sanibel to their current location.

The Museum fulfills its mission by opening up its historical buildings for viewing, providing tours of its permanent and rotating exhibits, and hosting various historical and educational programs. Approximately 10,000 visitors come to the Museum each year to tour the historical buildings and exhibits, and learn about Sanibel's unique history. The Museum's staff manage the daily upkeep of the buildings, artifacts, and landscaped grounds. The historical buildings suffered varying degrees of damage during Hurricane Ian and are currently being restored in a phased manner. The Museum expects to open several of its buildings again for viewing in March.

#### **JOB OVERVIEW**

**The Sanibel Historical Museum & Village seeks an Executive Director who is an energetic leader, a visionary, and an innovator who can balance and fulfill many diverse roles. The Director's ability to inspire and empower the board, staff, volunteers, and other key stakeholders is essential. The Executive Director is responsible for administering the Museum's mission and serves as the "public face" of the Museum. The Director provides leadership in carrying out fundraising, marketing, and community outreach programs.**

**Qualified candidates should have experience representing and promoting a not-for-profit organization to the general public, as well as its sponsors and donors. Candidates should demonstrate extensive experience in financial oversight of an organization. Candidates should possess strong analytical skills, have experience with strategic planning, and in developing and implementing a long-term visionary plan. The Executive Director's responsibilities include the maintenance and preservation of the Museum's historical collection of buildings, artifacts, exhibits, and landscaped grounds.**

**The Executive Director reports to the Board of Directors through the President.**

#### **DETAILED RESPONSIBILITIES**

##### **GOVERNANCE AND LEADERSHIP**

1. Reports to the Board monthly relative to museum activities, operations, and other relevant issues needing Board attention or authorization.
2. Brings to the Board's attention new potential programs that might strengthen the Museum's mission.
3. Organizes and participates in all Board and committee meetings, or as required by the Committee Chairs.
4. Researches grant opportunities and develops applications.

#### PUBLIC OUTREACH AND MARKETING

1. Collaborates with nonprofits and constituents to maintain ongoing relationships with organizations in order to enhance the mission of the Museum.
2. Oversees and develops marketing efforts and outreach opportunities through email, websites, social media, and broadcast media.
3. Ensures advertising literatures are distributed to the local Chamber of Commerce, hotels, rental associations, and to other public locations.
4. Cultivates relationships, and acts as the steward for donors, members, and volunteers.
5. Ensures that the yearly membership drive is implemented according to standard procedures.

#### MANAGEMENT AND OPERATIONS

1. Supervises and guides the Museum staff in the operations of the Museum.
2. Develops administrative procedures for the day-to-day functioning of the Museum.
3. Coordinates with the Volunteer Coordinator to ensure the curatorial responsibilities of the volunteers to protect the buildings and their contents are followed.
4. Establishes a Crisis Management procedure in the event of a natural or man-made disaster.

#### FINANCIAL MANAGEMENT

1. Coordinates with the CPA and Museum Treasurer on all financial issues; responsible manages all expenses, especially those related to marketing and advertising.
2. Oversees the development of the annual budget, audit reports and financial reports for the Board, and ensures their accuracy.
3. Oversees donor and membership contributions, and other income, ensuring these are properly recorded.
4. Manages all vendor and other contracts ensuring their competitiveness in the marketplace.

#### BUILDING AND EXHIBIT MANAGEMENT

1. Oversees and updates yearly the maintenance program of the Museum buildings', its short-term needs, and long-term "lifecycle" capital investment requirements.
2. Coordinates any restoration work (buildings or exhibits) required during the year and keeps the Board informed of all maintenance requirements.
3. Ensures the restoration of the historical buildings and exhibits are implemented within historically appropriate guidelines.
4. Establishes and oversees the archival management database and manages artifact submittals to the City of Sanibel Historical Preservation Committee.

## **DESIRABLE QUALIFICATIONS**

1. B.A. or M.A. degree in Art History, Curatorial, or Museum management; or
2. B.A. or M.A. in nonprofit organizational management; or
3. A minimum of 10+ years work experience in museum management, curatorial management, or nonprofit management.

## **REQUIRED SKILLS**

1. Candidates must have a strong command of standard software programs such as Microsoft Office (Word, Excel, PowerPoint, etc.) and typing skills.
2. Candidates must have strong written and oral communication skills.
3. Candidates should possess the ability to oversee and manage software programs such as QuickBooks, Donor Perfect, and other social media platforms.
4. Candidates should demonstrate a willingness to embrace other new technologies and innovative organizational practices over time.

## **MUSEUM OPERATIONAL HOURS**

In Season the Museum is open mid-Oct. - April 30, Tues. - Sat. 9:30 am to 4:30 pm. During the Shoulder Season the Museum is open May 1 - July 31 Tues. - Sat. 9:30 am- 1:30 pm. Off Season the Museum is typically closed Aug 1. - mid-Oct. The staff is on vacation from Aug 1 - mid-Sept. Some of the Museum specialized programs are conducted in the evenings or on weekends therefore the staff may need to work during those times.

## **COMPENSATION AND BENEFITS**

**SALARY:** The proposed compensation for the Executive Director is in the range of \$70,000 - \$75,000. The salary offer is based on a yearly salary which has been calculated relative to the Museum's hours and months of operation. The Museum is not open for the full year, nor for a full day at portions of the year.

**BENEFITS:** The Museum currently does not provide a medical insurance plan or other employee benefit programs.

**SICK LEAVE:** The Museum currently covers three paid sick leave days per salaried employee during the operational time of year.

**VACATION LEAVE:** Vacation leave is not paid but is reflected in the overall salary compensation, as the museum is closed from Aug. 1 - mid-Sept., and functions on a limited hourly schedule from May 1 - July 31.

## **APPLICATION PROCESS**

**COVER LETTER:** Qualified candidates to provide a cover letter highlighting their reason for applying for the position, their qualifications for the position, and their strengths and abilities they think would contribute to enhancing the Sanibel Historical Museum & Village.

**CURRICULUM VITAE:** Qualified candidates to provide a resume or *curriculum vitae* of past experience and qualifications that are in line with the job posting.

**LETTER OF RECOMMENDATION:** Provide two letters of recommendation from past employment with contact information for these employers.

BACKGROUND CHECK: Finalists will be required to submit to a background check and credit report.

**If you have any questions about the job posting, please free to call either:**

**Sanibel Historical Museum & Village  
Personnel Committee Chair  
Bonnie Frankel  
(617) 694-0445**

**-OR-**

**Sanibel Historical Museum & Village  
President and Chair of the Board  
Celina Kersh Monte-Sano  
(917) 213-1726**

**Applications will be accepted by email and should be send to:  
Personnel Committee Chair  
Bonnie Frankel  
[bonnie.frankel@gmail.com](mailto:bonnie.frankel@gmail.com)**

**Review of applications by the committee will begin immediately upon receipt.**