

ELLWOOD HOUSE ASSOCIATION, INC.

Job Description: Executive Director

Position Type: Full Time (40 hours weekly), Exempt

Salary: \$65,000-75,000

Supervisor: Reports to the President of the Board and Executive Committee

Employees Supervised: Paid and unpaid staff, interns, volunteers

WORK SUMMARY:

The Executive Director is responsible for advancing the organization's mission, strategic vision, and long-term sustainability and implementing the mission and policies established by the Board of Directors. This position oversees all aspects of the museum's operations including: strategic planning, fundraising, community engagement, collections and preservation, education and exhibits, financial management, and staff development. As the public face and primary advocate for the Ellwood House Association, the Director builds meaningful partnerships with community leaders, donors, and stakeholders to position the museum as a dynamic cultural destination.

ESSENTIAL FUNCTIONS:

Strategic Leadership:

- Lead the organization in executing its mission, vision, and strategic priorities as established in partnership with the Board of Directors.
- Develop and implement multi-year strategic plans, annual goals, and measurable performance outcomes.
- Provide transparent and forward-thinking leadership that fosters collaboration, accountability, and organizational growth.
- Provide both support and leadership to the Board of Directors.
- Involve Board Members in decisions that affect the future of the Association.

Financial Management & Fundraising:

- Oversee all financial activities, including budgeting, forecasting, reporting, and audit preparation in coordination with the Treasurer and Finance Committee; provide accurate and timely financial reports to the Board of Directors.
- Identify and cultivate relationships with individual donors, foundations, corporations, and government entities; sustain and deepen relationships with current members and donors.
- Pursue revenue streams through strategic partnerships, earned income, programmatic innovation, and sustained engagement with long-term donors.
- Work with the Board of Directors to meet overall fundraising goals, collaborate with staff to conceptualize, develop, and produce successful proposals for foundations and governmental grants.

Organizational Leadership & Human Resources:

- Recruit, mentor, and supervise a talented and diverse team of staff, interns, and volunteers.
- Cultivate an inclusive, mission-driven workplace culture emphasizing collaboration, professional growth, and innovation.

ELLWOOD HOUSE ASSOCIATION, INC.

- Oversee compliance with employment laws, museum standards, and organizational policies.
- Review each staff member on a regular basis, and establish raises within established guidelines.
- When necessary, restructure staff positions according to budget and financial conditions or to better achieve the goals and mission of the Association.
- With the Board of Directors, work to identify and recruit community members for board service, guide new members through a thoughtful orientation process.

Community Engagement & External Relations:

- Initiate collaborative projects with community organizations to build positive awareness and fruitful relationships throughout the region.
- Build and sustain positive relationships with the City of DeKalb, the DeKalb Park District, County Convention and Visitors Bureau, and community partners, such as Northern Illinois University.
- Lead the development and implementation of comprehensive marketing and communications strategies to expand reach and the Ellwood House Museum's brand awareness.
- Serve as the primary ambassador of the Ellwood House Museum at community events, professional conferences, and in local and regional media.

Exhibitions, Collections, Education, and Preservation:

- Create and maintain standards of excellence for all collections, exhibitions, education, and preservation of the historic structures.
- Oversee the development of exhibitions, programs, and interpretive initiatives that inspire public engagement and inclusivity.
- Support innovative approaches to interpretation, accessibility, and educational outreach.
- Set guidelines for responsible acquisition, care, storage, and exhibit of artifacts.
- Steward the preservation, restoration, and maintenance of the historic structures, ensuring compliance with preservation standards and applicable rules and regulations.

QUALIFICATIONS:

Deep knowledge of, and professional experience in the visual arts, historic preservation, and the principles and practices of museum and nonprofit administration; proven experience and expertise in fund development; excellent verbal and written communication skills, with fluency in computer and electronic media skills.

Minimum of five years of experience as senior level staff within a museum, arts and/or cultural institution; proven record as successful fundraiser; visionary, innovative thinker, and leader.

Master's degree or higher preferred in the fields of Museum Studies, Arts Administration, Public History, Historic Preservation, Art History, History, or related field.

Finalist will be required to successfully complete a background check.

Must be available to work some weekends, evenings, and during special events.

ELLWOOD HOUSE ASSOCIATION, INC.

Benefits: Vacation pay, sick pay, SIMPLE IRA with 3% employer contribution. \$5,000 stipend provided for employee's own health insurance.

Position open until filled.

Not sure if you qualify for the position? Research shows that men apply for jobs when they meet an average of 60% of the criteria. Yet, women and other people who are systematically marginalized tend to only apply if they meet every requirement. **If you believe that your perspective, approach and experience would enable you to succeed in this position**, we encourage you to apply.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* In the work environment described below, the position requires working at a desk, using a computer for prolonged periods of time, and good eye/hand coordination. The position also requires written and verbal conversation with others, as well as standing, walking, bending, climbing, reaching, and strenuous lifting/moving of objects up to 25 pounds. Vision abilities required by the job include close vision. Work may occur in both hot and cold temperatures.
- *Work Environment:* The majority of work will be performed on-site in a multi-level work area over ten acres of property. Remote work may be possible on a limited basis but should be used sparingly. Museum buildings are not fully accessible to individuals with mobility impairments.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position.

A cover letter and resume are required for full consideration. Send all application materials to: hiring@ellwoodhouse.org