



## PRESIDENT & CEO

### Position Description

#### *Organization Profile*

The National Susan B. Anthony Museum & House is a private not-for-profit education corporation that has served the public for 80 years. The "Anthony Museum" has a campus of four buildings located in a national Preservation District in an urban neighborhood. The central focus of the museum's collection is the Susan B. Anthony House, a National Historic Landmark at 17 Madison Street that is open to the public for docent-led tours six days per week, year-round. The House was the headquarters of the National American Woman Suffrage Association when Susan B. Anthony was its president. The central focus of the museum's programming is to interpret her life and work to inspire visitors to continue the work for human rights that was her passion. Our activities include educational programming, a Guest Lecture Series, and the ongoing preservation and research of the historic treasure that we hold in trust for the public. We are also a voting site and participate in local, state, and national get-out-the-vote efforts. Our annual celebration of Susan B. Anthony's Birthday has featured such keynote speakers as Billie Jean King, Candacy Taylor, and Doris Kearns Goodwin.

#### *Vision*

Our vision is to inspire our local, national and global communities with the life and work of Susan B. Anthony. Like her, we believe that humanity, equality, justice, and liberty are central to a community of, by, and for all people.

#### *Mission*

We maintain and share Susan B. Anthony's National Historic Landmark, historic properties, and collections; promote historical scholarship; and welcome guests to programs and exhibits related to her life, work, and influence. By interpreting how and why Susan B. Anthony changed the world, we inspire change-making.

### *Desired Outcomes for New President & CEO*

- Be the top leader and manager of the Museum, responsible for the overall success and direction of the Museum in alignment with the Strategic Plan
- Scale the organization's operations and finances for its continued growth
- Complete the current capital campaign
- Begin and complete construction of the campus expansion (interpretive center)

### *Essential Duties and Responsibilities*

#### *Museums or Cultural Organizations*

- Advocate and demonstrate passion for the museum's vision, mission and values
- Support and oversee mission-driven program development and delivery, and interpretation
- Provide leading learning edge guidance to staff, volunteers, and stakeholders regarding historic house museum management, collections management, exhibit development, historical research, and public engagement

#### *Leadership*

- Develop and execute strategic vision and leadership aligned with Board goals and organization's strategic plan
- Cultivate and maintain relationships with key stakeholders, partners and community members, and facilitate internal and external relationships, and develop strategic alliances
- Develop clear, concise communication feedback loops with internal and external stakeholder groups
- Create consensus and shared purpose among internal team and stakeholders

#### *Resource Development*

- Mobilize and lead efforts in fundraising, development and donor relations on behalf of the museum
- Steward current capital campaign and capital projects related to campus expansion
- Leverage the museum's national audience to develop expanded revenue sources
- Travel to local and out of state conferences, trainings, and events to develop and share knowledge and build alliances
- Serve on strategic community committees, taskforces and councils
- Remain current in museum advocacy efforts at local, state and national levels
- Build and steward donor and community relationships
- Operationalize philanthropic endeavors and revenue diversification

### *Organization Management*

- Develop and recommend organizational budget to the Board of Trustees
- Oversee business and financial obligations, grants, and budget expenditures
- Meet with internal team consistently to review policies, reports, strategies and provide guidance
- Provide operational oversight
- Legally and ethically operate the museum in a fiscally responsible manner that ensures long term sustainability

### *Board of Trustees Relationships*

- Collaborate with the Board of Trustees to plan and execute strategies to promote the museum's mission

### *Desired Minimum Qualifications*

A balance of the following will be considered:

- Prior experience in not-for-profit organization senior leadership position
- Proven success in fundraising and financial stewardship
- Demonstrated excellence in team leadership, management and motivation
- Demonstrated experience in managing budgets of \$500K+
- Demonstrated experience raising multi-million dollar gifts
- Demonstrated experience in Capital Campaign fundraising and building construction
- Experience in libraries, museums, archives, historic sites, or historical or genealogical societies preferred

### *Desired Experience*

- Executive- or Director-level leadership roles in museum, historic site or cultural organization, and tourism experience preferred
- Prior experience working for organizations, museums, or historic sites with national audiences
- Clear understanding of the complexities of not-for-profit and museum financial realities –fundraising and development, capital projects, investments, museum shop, and grants acquisition and management, among others
- Demonstrated experience securing 7-figure gifts and major gifts management

- Demonstrated experience managing and completing capital campaigns
- Demonstrated experience of leading or overseeing successfully completed capital projects

*Necessary Knowledge, Skills, and Abilities*

- A commitment to the vision, mission and values of the National Susan B. Anthony Museum & House
- High degree of knowledge of American history, women's history, the history of civil rights, and Susan B. Anthony
- Understand, support and actively promote diversity, equity, inclusion and accessibility within the National Susan B. Anthony Museum & House community
- Ability to provide operational management including financial management and technology, talent development and human resources, and manage the legal and compliance environment for museums in New York State
- Ability to serve as a dynamic spokesperson for the organization
- Strong management and leadership qualities for both people, history and cultural organizations
- Ability to consistently and methodically delegate projects and tasks across staff and volunteers
- Ability to manage a flexible schedule
- Demonstrates meaningful community connections and/or the ability to form them
- Strong strategic planning and critical thinking skills
- Strong analytical ability
- Strong fund development skills
- Strong written and verbal communication skills
- Comfort in public speaking settings
- Demonstrate competency in negotiation, and persuasive discussion
- Ability to cultivate relationships with diverse communities
- Capacity to work with diverse teams, communities and partners
- Ability to work with bipartisan political leadership and advocate at the local, state and federal level for museums and Susan B. Anthony Museum and House stakeholders
- Exhibit passion, ethics, compassion, collaboration and empathy

- Willing to commute or relocate to the Rochester, New York area
- Willing to travel 10-20% of time
- Available to work evenings, weekends, and non-standard hours

#### *Salary*

- \$100,000 - \$110,000 commensurate with experience

#### *Benefits*

- 403(b)
- Paid holiday/vacation/sick time
- Statutory disability and family leave
- Employer-sponsored healthcare
- FA available

#### *Submission Process*

Please submit your resume or curriculum vitae and a one-page letter of interest to [CEOSearch@susanb.org](mailto:CEOSearch@susanb.org). (Applications must be submitted to this email address to be considered.) Your letter of interest should include your connection to the Vision and Mission of the National Susan B. Anthony Museum & House, evidence of minimum qualifications, and any relevant information you would like to share with our selection committee.