

Shirley-Eustis House Association

Job Description: Executive Director

The Shirley-Eustis House, an historic house museum built by Massachusetts Royal Governor William Shirley in 1747 and later the home of Democratic-Republican Governor William Eustis in 1819, is located on 33 Shirley Street in Boston, Massachusetts (Roxbury). Shirley Place includes the House, Gardner Carriage House, orchard, and gardens. *The Shirley-Eustis House Association exists to preserve, maintain and interpret the House and grounds as a museum for the education and enjoyment of the public. The Association seeks to engage the broadest possible community in understanding the role of Shirley Place, since its construction as a Royal Governor's mansion in 1747 until the present, as it reflects the beginning of our nation and the history of Roxbury and Boston.*

The Executive Director (ED) provides inspirational leadership to engage and motivate the Shirley-Eustis House staff, board, volunteers, and the broader community. Most importantly, the ED understands and demonstrates a passionate appreciation of the museum's role as an active community cultural and educational resource.

The ED role includes five primary areas of responsibility: 1) Leadership and Management; 2) Development and Fundraising; 3) Programs; 4) Communications; and 5) Internal Operations. The ED works under the direction of the Board of Governors (BOG) and in concert with the Board President and Board Committees to carry out the Museum's mission:

RESPONSIBILITIES

Leadership and Management

Work closely with the Board to set a strategic vision, to identify priorities and goals, and to monitor the progress towards achieving those priorities and goals.

- Ensure that processes are in place to evaluate the impact of Museum programs, services, and operations; make improvements when appropriate, and identify new solutions to meet changing needs.
- Manage, hire, and supervise any seasonal staff, interns, and volunteers working at Shirley Place. Effectively manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
- Work collaboratively committee chairs and other volunteers to help the committees accomplish their objectives, while adhering to SEH policies and strategic vision.
- Collaborate with other organizations that share common community goals and seek new opportunities to expand such collaborations.

Development and Fundraising

As the museum's leading development executive and CEO, the Executive Director is responsible to ensure a sustainable financial base for the museum including the establishment of strategies, plans and goals, donor cultivation, stewardship and recognition.

- Work closely with the Board to advance donor relations and to develop and to implement effective fundraising efforts.
- Conduct ongoing grant opportunities research and writing of grant applications to foundations, corporations, and community organizations; submit required progress reports to granting organizations.
- Develop a strategy for the Annual Campaign, including the appeal letters. Provide the necessary research and leadership in anticipation of a capital campaign.
- Coordinate solicitation of major gifts and event sponsorships.

Programs

Provide leadership and guidance to staff and volunteers related to the strategic direction and management of museums programs.

- Work closely with Exhibit/Education and the Event Committees to ensure delivery of high-quality programs and services that are aligned with the organization's mission and core values.
- Coordinate support for museum fundraising events and educational/cultural programs.

Communications

Oversee the creation and implementation of marketing strategies to strengthen community perception and support.

- Develop a communications plan for print and electronic communications (newsletter, email blasts, brochures, and advertisements), etc. as well as oversee the management of the website, social media and other public outreach.
- Maintain effective relationships with City, State, and neighborhood organizations to assure compliance with all regulations and affect maximum cooperation.

Curatorial

- Maintain current knowledge of issues, standards and best practices within the Museum field.

- Together with the Furnishing Committee; responsible for the oversight of the collection, including formal acquisition, deaccessions, or loans of objects to and from the Museum.
- Conduct annual assessment of collection records to ensure standards are being met; Work with Furnishings Committee to address all issues associated with collection management.
- Conduct annual assessment of environmental conditions relative to museum standards; research and recommend ways in which such conditions can be addressed (HOBOWare).
- Cultivate and manage relationships with object donors and collectors with the objective of facilitating gifts to the museum's collection.
- Working with the Exhibits/Education Committee, facilitate the fabrication of all museum exhibits, including casework, ceramics, plexi, special mounts, and signage.

Internal Operations Management

Responsible for all the internal operations of the museum.

- Work with the Treasurer and the Board to prepare an annual budget to ensure that the organization works within the budget guidelines. Help evaluate budget needs and controls.
- Manage the Association's residential rental unit in the house.
- Oversee, market, and schedule facilities rentals to ensure rentals remain a viable source of funding.
- Working with the Building & Grounds Committee; develop an annual Building & Grounds Maintenance schedule to ensure repair and maintenance of all SEH structures, trees and gardens on the property.
- Maintain a relationship with vendors and community resources (such as YouthBuild Boston) to help ensure timely attention to maintenance requests.
- Work with the Treasurer and Finance Committee to present current and accurate Financial Reports and required filings.
- Maintain official records and documents and ensure compliance with federal, state, and local laws and regulations.

Requirements / Qualifications

- A demonstrated interest in American and regional history and the education of the public in this field. This may be shown by academic credentials and/or previous professional experience.

- MA or equivalent professional experience. At least 5 years of senior management experience in a leadership role, ideally with volunteer-based nonprofit organizations.
- Proven fundraising leadership experience preferably with annual appeals and capital campaigns with demonstrated success in grant writing.
- Experience in property management (facility rentals preferred).
- Community outreach and public relations experience.
- Proven ability to work harmoniously and productively with staff and volunteers.
- Financial management skills to efficiently operate the Museum.
- Strong organizational skills with ability to handle multiple simultaneous tasks.
- Knowledge of state and federal employment regulations.
- Strong interest in the trends and opportunities within the Museum field.
- Eagerness to work with others about the mission of SEH.

This position reports directly to the Board President and Executive Committee.

To apply for this position, please submit cover letter and resume or CV to:

Search Committee
Shirley-Eustis House Association
c/o J. Archer O'Reilly III
160 Thorndike Street
Brookline, MA 02446

or submit in PDF format by e-mail to archo3@aol.com

No telephone inquiries please.

CV/Resumes will be accepted until the position is filled.

Salary will be competitive and commensurate with experience.

A benefit package is included.