

Are you The Charlotte Museum of History's next President & CEO?

The Charlotte History Museum is seeking a dynamic President & CEO to champion the Museum's mission **to inspire community engagement and create common ground through education and inclusive storytelling.**

As the guardian and cheerleader of the Museum's mission, the President & CEO serves as the organization's chief advocate, administrator, innovator, collaborator, and spokesperson. Can you...

- Think strategically, with a bias toward making the greatest impact?
- Lead with an entrepreneurial spirit with high standards for yourself and your team?
- Bring a passion for making local history relevant and accessible?
- Build relationships and gain resources?

Who is The Charlotte History Museum?

The Charlotte Museum of History is a cultural institution offering educational programming and tours for thousands of children, teens, and adults with regular community and private events, and a variety of permanent and temporary exhibits.

The Charlotte Museum of History's roots date to the 1940s. The museum and its grounds (8 acres) are home to Mecklenburg County's oldest surviving house, a 1774 rock house built by early settler Hezekiah Alexander, a local Revolutionary War leader, who served on the committee that drafted North Carolina's 1776 constitution and bill of rights. In 1949, the Daughters of the American Revolution worked to restore the house, and today the Hezekiah Alexander Home Site is on the National Register of Historic Places. In 1999, the Museum built a 35,000-square-foot museum building to feature the history of the Charlotte area through exhibits and hosting events.

The Charlotte Museum of History is also engaged in a \$1 million community fundraising effort to save and preserve the historic Siloam School, built around 1920, one of Mecklenburg County's oldest remaining African American schoolhouses, and one of our community's last standing [Rosenwald era](#) schools.

With a passionate staff and dedicated board, the museum is moving forward with its strategic plan, which calls for increased focus on the following five areas:

- **EXHIBITS & COLLECTIONS:** Leading the Charlotte region in the management and preservation of historic collections, exhibits, and building.
- **INCLUSIVE PROGRAMS & PEOPLE:** Expanding the diversity and inclusivity of our programs, people, and audience.
- **COMMUNITY ENGAGEMENT:** Raising engagement, visibility, and community awareness.
- **INVEST IN PEOPLE:** Investing in the growth and development of our staff, board, and volunteers.
- **FINANCIAL SUSTAINABILITY:** Strengthening our financial sustainability

Charlotte Museum of History has a board of nineteen and staff of six. The operating budget is around \$700,000 with approximately 70% contributed revenue and 30% earned revenue.

To learn more about Charlotte Museum of History, visit: www.charlottemuseum.org

What will you do as the next President & CEO?

Reporting to the board of trustees, the President & CEO leads the organization in executing all aspects of its mission and leading positive relationships among staff, volunteers, partners, donors, and the community. The President & CEO will be called upon to fulfill the following key responsibilities:

Leadership and Strategy: Serve as the primary advocate, visionary, fundraiser, and spokesperson for the organization. Develop relationships and a strong understanding of the organization's impact with volunteers, government officials, partner organizations, donors, and prospective donors with a constant focus on prioritizing the greatest impact. Bring a strong understanding of principles of equity, diversity, inclusion and belonging to ensure the Charlotte Museum of history is a place for everyone.

Resource Development & Fundraising: With support from the development director, lead resource development efforts, strategically engaging the board of trustees in the fundraising process. Ensure short- and long-term fundraising plans are developed and executed. Advocate for government partnerships and support.

Community Engagement and Collaboration: Grow the Charlotte Museum of History's status as a leader, convener, and collaborator. Lead coalition building to achieve ambitious goals in partnership with other community leaders.

Staff Leadership: Maintain a positive organizational culture that supports a productive and professional work environment. Oversee the hiring, training, supervision, and evaluation of staff.

Ensure staff members work effectively toward shared goals and a unified vision for the organization. Provide intentional staff development opportunities.

Operational and Financial Oversight: Oversee the financial integrity of Charlotte Museum of History, ensuring the strategic creation of and adherence to the budget, and diligently following approved financial policies and accounting ethics and financial best practice.

Board Governance: In collaboration with the board, identify, recruit, train, and retain highly effective board members. Maintain regular communications with the board of trustees and provide them with the necessary support, counsel, and information required for effective governance. Ensure a quality process for supporting the board and their involvement in fundraising, strategic planning, program delivery, and increasing overall organizational visibility.

Program Oversight: Work in collaboration with education specialists to develop, implement and coordinate year-round museum programming and outreach efforts, conducting ongoing assessments regarding the effectiveness of planned curriculum and programming. Think creatively and analytically about how to increase the impact of the organization.

Key attributes, and skillsets sought in the President & CEO

- A firm commitment, understanding, and passion for Charlotte Museum of History's mission
- Visionary leadership that connects vision and tactics into a working plan
- Five or more years in a leadership position, or commensurate experience, with demonstrated success in organizational management including strategic planning, fundraising, operations, and/or program development
- Experience raising contributed revenue in the nonprofit sector
- A proven track record in relationship building
- Inspiring communication skills, orally and in writing
- Strong business acumen with a solid understanding of operations budgeting and the ability to create a strong organizational culture including all aspects of diversity, equity, and inclusion
- A working knowledge of museum trends, professional standards, and best practices for developing or improving operations, programs, exhibits, and collections care would be a plus
- Bachelor's degree is required. Experience in museum, history, nonprofit administration/management is preferred



Think you are the next Charlotte History Museum President & CEO?

Armstrong McGuire & Associates, based in North Carolina, is conducting this search in partnership with Charlotte Museum of History's board of trustees. To apply, please go to the position profile at www.ArmstrongMcGuire.com/jobs and click on the link to the Charlotte Museum of History's President & CEO. You will see instructions for uploading your cover letter, resume, and professional references. In the event of technical problems, contact katie@armstrongmcguire.com. No phone calls please, and no applications will be accepted by email or through third-party sites.

The preferred application deadline is May 27, though the position will remain open until a hiring decision has been made.

Salary offered for this position is \$85k-\$95k and benefits include a medical stipend for health insurance, paid-time-off (PTO), company paid holidays, cell phone reimbursement, and parental leave. This full-time (40 hours per week) position requires occasional evening meetings and weekend work.

Charlotte Museum of History is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal law. Charlotte Museum of History encourages candidates of all groups and communities to apply for this position.