



INTERNATIONAL  
AFRICAN AMERICAN  
MUSEUM

## OUR MISSION

To honor the untold stories of the African American journey at one of our country's most sacred sites.

## WE ARE RECRUITING A CHIEF EXECUTIVE OFFICER

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The International African American Museum seeks a dynamic, entrepreneurial Chief Executive Officer to build and lead our new museum.

The museum will be located at the site of the former Gadsden's Wharf, a major center of the Atlantic slave trade in Charleston, South Carolina. Charleston is where nearly half of enslaved Africans brought to the North America mainland took their first steps. Here, we will tell their often untold stories of resilience, courage and creativity, while situating them within the framework of South Carolina, the nation and the larger African diaspora. These objectives will be achieved through compelling exhibits and educational programming; a preeminent genealogical research center; and an African Ancestors Memorial Garden. In doing so, this important new institution will enliven the ideal of equality among all people.

This position offers a unique opportunity to lead the organization at an exciting time. All funds needed to construct the museum have been raised—over \$100 million—which includes funding

from the City and County of Charleston, the state of South Carolina and many corporate and individual donors. A \$7 million endowment is in place with the goal of increasing the corpus to \$15 million before the museum opens. The museum is under construction and is scheduled to open in 2021.

The ideal candidate will have at least ten years of leadership experience; excellent managerial and team building experience; strategic planning skills; proven ability to cultivate, solicit and steward large gifts; and the ability to tell the museum's powerful story to our diverse community of stakeholders in Charleston and around the country.

All inquiries, nominations and applications may be directed in strict confidence to [IAAMCEOsearch@iaamuseum.org](mailto:IAAMCEOsearch@iaamuseum.org). Applications will not be accepted unless submitted in compliance with the guidelines in this position description. More information about the International African American Museum can be found on the museum's website: [IAAMuseum.org](http://IAAMuseum.org).

## THE POSITION

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### **Strategic Vision and Leadership**

The Chief Executive Officer (CEO) will report to the Board of Directors and lead our expert staff in further expanding the organization as we complete construction and open the museum in 2021, on time and on budget. The CEO will lead the organization from its current "start-up" phase to a more mature, operating entity capable of delivering on the Board's long-term vision of creating an institution worthy of honoring one of America's most significant historical

sites. Specifically, the CEO will ensure that the museum's fiscal, operations, fundraising, marketing, human resources, technology and programmatic strategies are effectively implemented across all segments of the organization.

## THE POSITION (continued)

### **To do so, our new CEO must:**

Provide inspirational leadership and direction and ensure the continued management and development of a professional and efficient organization; steward effective decision-making processes that will enable the museum to achieve both its short-term and long-term goals and objectives.

Cultivate a strong and transparent working relationship with the Board and ensure open communication about the measurement of financial and programmatic performance against stated milestones and goals.

Continue to support and build a diverse and inclusive Board that is representative of the community and that is highly engaged and willing to leverage its talents and resources.

### **Development**

Work with the Board to ensure that the organization has sufficient funds to achieve its goals, both to meet present and future needs.

Formulate and execute effective marketing, branding and development strategies that will maintain and enhance revenue from our major donors, which include government entities, foundations, corporations and major individual donors.

Advance the development of our membership program to ensure consistency of funding from a diversity of individual and organization donors.

### **Strengthen Infrastructure and Operations**

Support, motivate and inspire the organization's staff.

Facilitate strong departmental collaboration and internal communications with and among staff throughout the organization.

Create and promote a positive, multicultural work environment.

Oversee the financial operations of the organization, including developing short- and long-range financial plans; monitoring the budget and ensuring that sound financial controls are in place; set attainable financial priorities to ensure that the organization delivers on its commitments.

### **Program Development**

Ensure that the organization delivers on our mission to create one of America's most compelling and successful museums.

Promote and support an internal creative process that develops world class exhibits, programs, and educational outreach.

Work collaboratively with the community of Charleston to ensure that the museum's programmatic mission reflects the richness and diversity of Charleston and its place within the broader African diaspora.

### **Qualifications**

Bachelor's degree is required; advanced degree strongly preferred

Exceptional presentation and speaking skills, a passion for the museum's mission and the ability to convey our story in a compelling way to diverse audiences

Prior nonprofit or museum management experience ideal, but not a prerequisite

At least ten years of overall professional leadership experience

Successful management experience, including experience with fundraising, marketing/branding, fiscal management and interaction with a board of directors

A financially literate and politically astute leader with the ability to set clear priorities, delegate effectively, and guide investment in people and systems

Keen analytic, organizational and problem-solving skills which support and enable sound decision-making

Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders

Successful track record recruiting and retaining a diverse and talented team, with a strong commitment to the professional development of our staff

### **Application Requirements**

Applications will only be accepted electronically. Applicants should provide a complete resume or bio detailing educational and work experience along with a brief statement, no more than 250 words, describing his or her interest in the position.

Applications should be submitted to IAAMCEOsearch@iaamuseum.org. The position will stay open until filled. All applications will be held in the strictest confidence.

Thank you for your interest.