Executive Director, The American Independence Museum

The American Independence Museum seeks an entrepreneurial and creative leader to guide the Museum into its next phase.

ABOUT THE MUSEUM

The American Independence Museum operates with a Mission to engage, educate, and excite people of all ages to understand and celebrate the American struggle for freedom and self-governance, to preserve and share our important buildings, grounds, and collection so they will be an inspiration for generations to come, and to inspire all people to civic engagement.

Founded in 1991 with the strength and guidance of the Society of the Cincinnati in the State of New Hampshire, the Exeter community and the State of New Hampshire, the American Independence Museum is a place where all can learn and celebrate what it took to create the freedoms that we as Americans continue to enjoy hundreds of years later.

As the leading cultural institution in New Hampshire focused on the Revolutionary period, the Museum is in a unique position to serve residents, schoolchildren, visitors to the seacoast of New Hampshire and beyond by exciting them with new stories and making our past relevant and fun.

POSITION SUMMARY

The Executive Director provides leadership and oversight to the American Independence Museum. This includes leading and empowering volunteers, cultivating donors, and growing Museum resources. Reporting to the President of the Board of Governors, the Executive Director will be responsible for community relations and audience development, fundraising, long range planning, board relations, operations, financial and program management.

The Executive Director will ensure the Museum’s assets and programs are consistent with our strategic plan, best practices, fiscal accountability, and institutional impact goals. The Executive Director will strategically cultivate and develop revenue while building participation. The Executive Director maintains ongoing and appropriate communication with the NH Society of the Cincinnati and the Trustees of the American Independence Center in order to foster a good and supportive working relationship, provide them with periodic updates and respond to any requests for information in a prompt manner.
KEY OPPORTUNITIES

For an entrepreneurial leader, this will be an exciting role as the Museum enters a “growing our impact” phase. In addition to building on a solid base of assets, operations and programming, over the next several years the Executive Director will:

- **Drive the organization’s role in the local, regional and national celebration of the 250th anniversary of the Declaration of Independence in 2026 (and beyond)**
- **Take a key role in launching a startup historical research fellowship currently being established by the NH Society of the Cincinnati and exploiting synergies with the Museum**

KEY RESPONSIBILITIES

**Operations** - Manage Museum activities, services and operations, prepare and maintain records, write organizational policies, and document Museum operations in accordance with the law and best practices. Supervise maintenance of physical plant and identify capital improvement needs.

**Strategic Leadership** - Prepare, develop, and implement strategies and initiatives to achieve long-range plans and advance Museum mission. Assess Museum needs and develop goals, objectives, and performance measures.

**Financial Management** - Develop and manage Museum budget; approve expenditures, assure compliance with contractual agreements and legal or program requirements. Administer grants, endowment, annual donations, and other Museum funds. Meet regularly with the Board to ensure effective financial planning and management.

**Fund Development** – Work with the Board to establish development initiatives and play a lead role in fundraising. Coordinate donor relations; develop strategic revenue producing partnerships; oversee the research and preparation grants and approach of businesses and corporations; develop and maintain relationships with key funders, represent organization to funders and donors.

**Human Resources** – Create operating plan which identifies staffing and volunteer needs. Select, assign, train and supervise staff and volunteers. Promote and expand volunteer participation. Ensure we are attracting and maintaining the best staff possible to support our Strategic Planning initiatives. Hire, train, supervise, support, and review staff in accordance with Strategic Planning initiatives.

**Public Programs** - Organize and oversee the development and implementation of exhibits and programs that advance the goals of the Museum as outlined in the strategic plan.

**Board Relations** - Provide Board, Ambassadors, and committees members with information and support while maintaining engagement. Develop new Committees to expand leadership volunteer involvement in Museum work such as Education, Programs and Development Committees. Steward the Ambassadors program. Review and ensure adherence to by-laws and all work with American Independence Center Trustees and Society of the Cincinnati in the State of New Hampshire members.
CHARACTERISTICS AND QUALIFICATIONS

1. Skilled at interpersonal relationships, motivating others, and building internal and external relationships around a shared vision;
2. Entrepreneurial with enthusiasm for new ideas, a willingness to build processes that support innovation and to find original solutions to the complex challenges of sustainability and relevance;
3. Demonstrated communication skills including public speaking and writing;
4. Able to assess the organization’s core strengths and to translate those into programs and exhibits that engage the public;
5. Able to work independently with little direction, to prioritize, and to execute on time and on budget.

The Executive Director of the American Independence Museum should have a degree in an appropriate discipline or equivalent combination of education and at least 5 years increasing responsibility in a cultural nonprofit organization. Prior management in a museum is desirable, although the American Independence Museum Board is open to candidates from non-traditional backgrounds. The ideal candidate will have experience in nonprofit management, an entrepreneurial venture and/or small business management.

The position requires knowledge and ability in fundraising, marketing, audience development, branding, and museum operations. Technical expertise in historic buildings or in collections management is not a requirement.

WORKING CONDITIONS

Work mostly takes place during regular business hours at Museum offices in the 1721 Ladd-Gilman House on our beautiful hillside campus overlooking the Squamscott River in the heart of historic downtown Exeter, the Revolutionary capital of New Hampshire. Additional night and weekend events are important to the organization’s success, and light, mostly local/regional day trips are a must for networking and developing partnerships.

COMPENSATION

Commensurate with experience

Responses may be sent to president@independencemuseum.org