

## *Position Profile: Executive Director*

### **The Opportunity**

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The next Executive Director for the Springfield Museum of Art will build on the momentum of an organization celebrating its strongest, most vibrant era to date. The Museum has turned a momentous corner – right-sizing its operations, refocusing its priorities, and creating sound plans for the future. After several years of prudently living within its means, the Museum attained financial stability and reclaimed ownership of its home. Today, the Museum is thriving, evident by its 131% increase in attendance, 108% increase in membership, and 400+% growth in participation in art education programs.

Beyond serving as the head of a respected museum, the next Executive Director has the opportunity to influence the entire region's arts and culture sector. The Museum is a leading organization and voice of arts authority; its strong position within the community lends to a new leader who will act as a convener, collaborator, and visionary for the region.

The Springfield Museum of Art is the only Smithsonian affiliated art museum in Ohio. The next Executive Director will have the ability to tap the extensive resources of the largest museum in the world for the benefit of Springfield. For the wider community, this is a point of pride and an endorsement of the Museum's rising profile.

The Museum's lively and ambitious calendar of exhibits has attracted significant attention. Carefully selected blockbuster exhibits – works of Ansel Adams, photos taken of Norman Rockwell, regional artists and Ohio favorites – have added breadth to the Museum's repertoire and gained critical renown. The incoming Executive Director will enjoy the benefits of an arts organization with a reputation for consistently excellent exhibits that delight and inspire audiences, fans, and critics.



One of the strengths that makes the Museum a community centerpiece is its strategic and exuberant focus on art education. The Museum's art education programs and collaborations touch audiences as diverse as early childhood, homeschoolers, and older adults with Alzheimer's; they also reach many underserved populations. The new Executive Director will have a network of educational partners and arts groups to collaborate with – Wittenberg University, Cedarville University and Clark State Community College, Springfield City Schools, Nightingale Montessori, Miami Valley Head Start, National Trail Parks and Recreation District, Springfield Symphony Orchestra, Frank Lloyd Wright's Westcott House, community festivals, and more.

The incoming Executive Director will have a reliable partner in the Museum's Board of Trustees (board) – a governing body comprised of strong, capable leaders willing to make difficult decisions, who trust executive leadership to run the Museum's day-to-day operations.



Timing presents a tremendous opportunity for the new ED. The Museum is preparing for the public launch of a comprehensive campaign that has been well received – and loyally supported – by the organization’s major donors. The Executive Director’s ability to see the campaign through as it successfully meets (or exceeds!) its \$5.9 million goal will bolster the community’s confidence in his or her leadership, and further elevate the Museum’s profile.

## About the Position

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### Key Job Functions

*Community Relations* – Establishes and maintains strong relationships with community leaders, partners, funders, arts organizations, and museum constituents. Represents both the Museum’s interests and the broader arts community in greater Springfield and Clark County. Participates and plays a lead role in state and national organizations and serves as a connector for the Museum.



*Curatorial Services and Art Stewardship* – Oversees curatorial services to ensure Museum acquisitions and exhibits are high quality and attract members and visitors. Ensures that the Museum manages and stewards the Museum’s permanent collection and protects this valuable asset.

*Fundraising* – Leads the Museum’s development and fundraising efforts. Ensures the Museum has a viable and robust development strategy and plan. Works with staff, board, and volunteer leaders to achieve revenue goals. Cultivates relationships and solicits gifts to reach goals. Ensures effective stewardship of donors.

*Finance and Operations* – Oversees the Museum’s financial planning, budgeting, and expense management. Works with the finance committee and treasurer to ensure accurate financial management and reporting. Oversees all Museum operations (e.g., IT, facilities, HR).

*Governance* – Works with the board to ensure effective governance for the Museum. Assists the governance committee in recruiting and onboarding board members. Ensures effective committee relationships with the Museum staff. Ensures compliance with federal, state, and local laws and museum standards. Works with the board to establish and implement a strategic plan to further the Museum’s mission. Ensures timely and accurate update of board committees and leadership.

*Leadership & Management* – Effectively hires, manages, and motivates direct report staff and provides strong leadership to the team. Ensures a strong culture of accountability, transparency, and communication while maintaining open and honest staff relationships and an environment of work-life balance and staff motivation and appreciation. Provides for staff professional development and growth.

*Membership & Marketing* – Develops and oversees programs and media to promote the Museum’s membership, brand, and service offerings.

*Programs & Education* – Oversees programs and education offerings that are aligned with the Museum mission. Evaluates programs and determines new programs and changes to advance the Museum’s mission, membership, and attendance.

### **Position Competencies, Skills, and Qualifications**

To successfully lead the Springfield Museum of Art, the ideal candidate will possess the functional and technical knowledge as well as a set of strong behavioral competencies and attributes that are described below.

#### *Functional/Technical Knowledge and Skills*

- Knowledge of art and arts programming and services and an understanding of the Museum’s role as the premier arts institution in the community
- Knowledge of collection stewardship and management
- Budgeting and financial principles and skills
- Knowledge of and experience in fundraising and development strategies and techniques
- Technology skills, including standard office technology and social media

#### *Behavioral Competencies and Attributes*

- Passion for the Museum’s mission; ability to lead with vision
- Strategic thinking and planning skills with the ability to establish both short-term and long-term strategies and plans for achieving Museum goals
- Strong business acumen and customer service orientation
- Very strong interpersonal skills with the ability to be persuasive with a variety of constituents including community leaders, funders, and staff
- Ability to engage the community and political savvy
- Strong listening and negotiation skills
- Very effective communication skills (i.e., verbal, written, presentation)
- Organization and planning skills necessary to develop and implement the plans
- Ability to work independently and be self-directed while also being highly collaborative with constituents. Ability to establish priorities, goals, and timelines
- High-level and effective problem-solving and decision-making abilities
- Orientation toward action and results and strong command skills
- Fair and thoughtful approach to management, combined with the flexibility and courage to shift direction and experiment with new initiatives
- Ethics and integrity in all activities inside and external to the organization

### **Qualification Requirements**

- Bachelor’s degree in Museum or Arts Administration or related field/experience
- Significant experience (5+ years) in a leadership role of an organization of comparable size and mission. Alternatively, substantial experience, with progressive leadership practice, working in the nonprofit sector, and interacting with volunteers and boards.
- Willingness to relocate and live in Springfield or Clark county and be engaged in the community.

## Desirable

- Experience in the arts sector and/or with arts organizations
- Experience with education programming
- Experience in developing and maintaining sound financial practices
- Experience in building revenue and increasing philanthropic support

## Application Process

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To apply, please send cover letter and resume to: [HR@benefactorgroup.com](mailto:HR@benefactorgroup.com)

For inquiries, please contact Ron Guisinger [ron@benefactorgroup.com](mailto:ron@benefactorgroup.com).

Candidates are urged to visit the Springfield Museum of Art website <https://www.springfieldart.net/>

Springfield Museum of Art is an equal opportunity employer.

## Life in Springfield

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### Dynamic, Affordable Communities

Springfield offers housing options in the center of downtown, turn-of-the-century renovation projects, and homes in close-knit neighborhoods – allowing residents to find what they desire... at a very competitive price. In 2011, *Forbes* magazine recognized Springfield's affordable cost of living, ranking the region the 8th best place to live inexpensively in the United States.

### Business and Industry

Over the past ten years, Springfield has seen more than \$400 million of investment in its downtown. In addition to these developments, large-scale employers – including Topre America and Silfex – have recently chosen to make Springfield their home base. These skilled manufacturing companies have brought hundreds of well-compensated positions to the community and provided fuel for small businesses to grow and prosper.

### Arts and Culture

In addition to the Springfield Museum of Art, the city boasts its own symphony orchestra, a Frank Lloyd Wright house museum, historical museums, theaters and a state-of-the-art performing arts center, an arboretum, a six-week-long summer arts and music festival, and even the country's largest indoor antique mall. Nearby Yellow Springs offers an additional vibrant arts community.

Dining options abound in Springfield as well.

Clusters of diverse restaurants dot the streets;

one can find bakeries and coffee houses, fine dining establishments and casual local favorites, delicatessens and food trucks, bars and breweries with beautiful outdoor gardens, and Springfield's well-loved farmers market.



## Recreation

Greater Springfield is a reservoir of recreation. Stroll through the area's numerous parks to enjoy hiking trails, basketball, baseball, bicycling, and even some of the country's finest cliff climbing. At Buck Creek State Park or Mad River, go boating, kayaking, water skiing, fishing, or swimming. Lace up ice skates and glide on Springfield's ice rink, or plan a day visit to Springfield Splash Zone, a waterpark with 400+ feet of water slides, a 280-foot lazy river, and Ohio's first bowl slide. And, join visitors from across the Midwest who travel to Springfield to experience its unique downtown whitewater site, where one can kayak in whitewater that runs through the city's urban core.

## Education

Springfield provides strong schools, community colleges, and universities.

- The Springfield City School District holds classes in ten recently constructed elementary schools, three recently constructed middle schools, the Keifer Alternative School, and the spacious Springfield High School. Springfield High School offers a variety of advanced placement courses along with the International Baccalaureate program. And the former South High School – now renamed the Dome – houses a regionally renowned STEM school, the John Legend Theatre, and a state-of-the-art tech and creative learning center called CareerConnectED.
- Springfield's six county school districts consistently rate high in the Ohio Board of Education's Report Card. Recently, Springfield was among only a few counties in Ohio to have all county schools rated "excellent" to "excellent with distinction." In addition, Springfield has several private school options.
- Wittenberg University, located in the heart of Springfield, sets a standard of excellence in liberal arts education and small college athletics. Wittenberg is currently constructing a \$50 million sports center on campus.
- Clark State Community College helped pioneer two-year post high school education in Ohio. Its students can choose from more than 80 degree and certificate programs.

## Location

Those who live and work in the Springfield/Clark County area have no commutes to speak of. Instead, they use their "drive time" to head to Columbus to see the Blue Jackets or Buckeyes, to Dayton to see a University of Dayton game or the minor league Reds affiliate, the Dayton Dragons. And, in just a few more minutes they can be at the Great American Ballpark or the zoo in Cincinnati, or slip across the river to the Newport Kentucky Aquarium.