

## **Executive Director, Bolinas Museum**

The Bolinas Museum seeks an inspiring, community-focused, and creative individual to become its next Executive Director.

### **Museum Overview:**

Founded in 1983, the Bolinas Museum is the premier fine arts museum in Marin County. Stimulating the appreciation of visitors from all over the world, the Museum reflects regional history and interests and presents the rich talent pool of artists from Coastal Marin as well as nationally acclaimed contemporary art. Admission to the Bolinas Museum is free to all, as are many of our cultural events. Special fundraising events occur throughout the year including the annual Art Auction and the holiday benefit exhibition, both offering for sale exceptional work from well-known Bay Area artists.

The Mission of the Bolinas Museum is to collect, preserve and exhibit the art and history of coastal Marin and to present exhibitions and events that provide inspiration and cultural enrichment to residents and visitors alike.

Housed within a complex of renovated historic buildings that date back to the late 1800's, the Museum is located in the picturesque, seaside community of Bolinas, California, an unincorporated West Marin community known for agriculture, fishing, artists, and a bohemian heritage.

### **Job Summary:**

The Executive Director is a creative, inspiring, community-focused strategic planner with a vision for the Bolinas Museum to fulfill its mission in the near and long term, and has the skills to take it there. The Executive Director oversees day-to-day operations of the Museum, including curation, fundraising, budget creation and adherence to, and handles a wide range of responsibilities contributing to the overall administration of the organization. The Executive Director is an excellent communicator and is the inspiring face of the organization in the Bay Area region, to the staff, the community, the membership, and the artists who both exhibit and give programs at the Museum. A collaborative relationship-builder, the Executive Director will enhance the influence of the Bolinas Museum and its value to the region.

The position reports to the Board of Directors.

### **Duties and Responsibilities:**

The ED's responsibilities include:

- Oversight and implementation of all fund-raising activities, including development and cultivation of major supporters, donors and friends, grant writing, planning the Annual Auction and other events, capital campaigns, as well as membership initiatives.
- Overseeing and planning curatorial production of high-caliber, engaging exhibitions and programs.
- Stewardship of Museum collections, including additions to and divestment of the permanent collection.

- Performing a variety of public relations activities; Museum promotion and community relations.
- Extending the on-line presence and services of the Museum in the digital age; understands the role of technology in information exchange and works to ensure that the Museum employs current and innovative methods to reach multiple demographic groups.
- Overseeing budgeting, including planning, monitoring, administering; recommends opportunities to grow and develop sustainable revenue streams.
- Planning, coordinating and directing the operation of the Museum, including policies, programs, exhibits, facility maintenance, and legal and regulatory compliance.
- Effective staff development, supervision and training; empowering staff to think, act and plan in a collaborative manner.
- Serving as principal advisor to the Board of Directors; assists in Board recruitment and training.

### **Qualifications:**

Bachelor's degree required with a Master's preferred, but not required. Area of study may range from public relations/communications, non-profit management, art history, MBA, MFA or other relevant experience. Five or more years of experience as a senior manager at a non-profit organization and/or corresponding experience as a professional fundraiser with a working knowledge of planned giving, endowments, and IRS rules governing charitable giving.

We welcome a variety of combinations of knowledge, skills and experience to be able to meet the job description requirements in this posting. In addition, ideal candidate will have:

- Familiarity with the Bolinas Museum's mission and programs and have a working knowledge of the West Marin community, its history and the arts.
- Knowledge of art and art history; non-profit management, fundraising principles and techniques; public relations.
- Clear and comprehensive communication and writing skills.
- Ability to deal effectively and courteously with a wide variety of individuals and groups including Board of Directors, community members, artists, and local businesses, and the general public.
- Model and facilitate a working environment that encourages awareness and respect for differences among employees and citizens.
- Availability to work evenings and weekends as needed.
- A sense of humor, flexibility, creativity, and the ability to manage multiple deadlines are essential.
- Ability to roll up sleeves and be a bit of a jack-of-all trades in a casual, convivial work environment with a small staff.
- Active participation in community life and events.
- Due to Bolinas Museum's location, reliable vehicle access.

### **Compensation:**

- The Executive Director is a full time, salaried position.
- Compensation:
  - base salary range \$75k to 95k (commensurate with experience and qualifications), plus discretionary bonus to be determined based on a variety of performance factors.
  - Benefits package includes salary, health insurance, and PTO.
- Flexible full time schedule, with some evening and weekend obligations.

### **Organizational Profile:**

Annual Operating Budget: approximately \$400,000, with room to grow in the future

Board of Directors: 12-19

Present staffing: 2 full-time: ED and Curator of Coastal Marin Art & History; 4 part-time: marketing, events, administration, archival

Museum is landlord to: 2 commercial tenants

### **HOW TO APPLY:**

Interested candidates should apply by email with a cover letter and resume to [BolinasMuseumED@gmail.com](mailto:BolinasMuseumED@gmail.com). Include your name in the subject line. The cover letter should address four major areas of information, including: comparable work experience and past successes, leadership experience and qualifications, fundraising capacity and capital campaign work, and a statement to convey your vision for the Museum.

Applications are due by **November 1**, but we encourage submittals earlier rather than later. Our target start date is **January 18, 2022**.

All applicants will receive an acknowledgment of receipt of their application. No phone calls, please! Invitations to phone and/or in-person interviews will be extended to short-listed candidates.

Thank you in advance for your interest in working with the Bolinas Museum!