

Executive Director

Description

About Us:

The Polish Heritage Center at Panna Maria honors the first and oldest permanent Polish settlement in America. It is the preeminent Polish Heritage Center in the United States, and intended to be a dynamic educational institution focused on honoring and sharing the stories of those initial immigrants against a background of Polish history and culture. The PHC engages visitors through high-tech interactive experiences. The PHC is in the process of seeking accreditation by the American Alliance of Museums and will feature permanent and temporary exhibits, a library and archives, a genealogy lab, a theater, conference room and retail area. Programs, workshops, seminars, lectures, and movies for both adults and children will be offered. Special events and celebrations within will be encouraged. The PHC is primarily intended for the benefit of all Americans of Polish extraction and all of our brethren in Poland.

Reports to:

Board of Directors

Qualifications:

The successful candidate for this position will be a creative, dynamic and collaborative team player with an inclusive leadership style with a Bachelors/Master's degree in History, Museum Science, Business Administration, Public Administration or other relevant discipline. Progressively responsible senior leadership experience that includes at least three to five years of financial and human resources management responsibilities in a museum, educational institution, for-profit corporation, or non-profit entity. A proven track record managing business development, strategic and operational planning, complex budget management, revenue and expense analysis, community relations, a successful record of raising funds from diverse sources; and oversight of brand management, marketing, program management and media relations.

We seek a person of high intellectual and ethical rigor, who demonstrates outstanding leadership skills, and is politically savvy and diplomatic. Experience in navigating complex situations and enthusiasm and talent for fundraising. Exceptional verbal and written communication skills that include public speaking and presentation skills are required. All applicants are required to be proficient in the use of Microsoft Office Suite products, including databases and spreadsheet applications in a Windows environment; plus, oversight of DonorPerfect. Applicant's background must reflect experience working with diverse groups of stakeholders and constituencies.

Preferred qualifications include the following:

The ideal candidate will be of full or partial Polish heritage and have a passion for Polish heritage, history, American Polonia interests, and be aware of Polish sensitivities. Possession of at least five years of foundation or development experience, grant-writing or grants research experience, and proven success in increasing membership, attendance, revenue or other key metrics for an established museum or business. Polish language skills

Job Information

Location:

Panna Maria, Texas

Position Title:

Executive Director

Organization Name:

Polish Heritage Center

Job Function:

Director/Administration

Entry Level:

No

Job Type:

Full Time

Job Duration:

Indefinite

Min Education:

Bachelors

Min Experience

3-5 Years

Salary:

Negotiable

Interested Applicants

Contact:

Al Notzon, Vice Chair

210-846-1717

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would be beneficial

Responsibilities:

- Lead in staffing the Center with highly qualified, passionate, and mission-aligned people.
- Collaboratively develop, communicate, and direct the implementation of a strategic organizational vision and tactical operating plan that has been approved by the Board of Directors.
- Craft and manage an operating budget that ensures the PHC's fiscal health, and draft and implement operating policies and procedures that have been approved by the Board.
- Maintain the financial integrity of the Center; ensuring revenue growth while operating within budget.
 - Cultivate relationships with major stakeholders for the purposes of fundraising, including major gifts for special projects, for operations, and for the long-term sustainability of the PHC.
 - Build relationships with both current and potential major donors, often by making presentations to various community and Polonia organization groups and Polish government ministries.
 - Recommend and lead in the execution of opportunities to develop and grow new revenue streams for the Center, including grants from foundations and gifts from corporations.
- Set and prioritize goals and objectives for all PHC activities, continually tracking and evaluating progress, and instituting corrective actions most notably in meeting revenue, program, and visitor satisfaction metrics.
- Oversee PHC operations including the exhibits, library, archives, genealogy lab, marketing, programs, and retail operations.
- Ensure the operations and administration of the PHC are in compliance with local, state, and federal ordinances and regulations. Lead in staffing the Center with highly qualified, passionate, and mission-aligned people.
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 - Build relationships with both current and potential major donors, often by making presentations to various community and Polonia organization groups and Polish government ministries.
 - Recommend and lead in the execution of opportunities to develop and grow new revenue streams for the Center.
- Set and prioritize goals and objectives for all PHC activities, continually tracking and evaluating progress, and instituting corrective actions most notably in meeting revenue, program, and visitor satisfaction metrics.
- Oversee PHC operations including the exhibits, library, archives, genealogy lab, marketing, programs, and retail operations.
 - Ensure the operations and administration of the PHC are in compliance with local, state, and federal ordinances and regulations.
- Develop relationships with American Polonia notables, organizations and media for the purpose of encouraging visitors, providing financial support, and strengthening the image of Polish-Americans and Poland.
 - Represent the PHC at meetings with other museums, heritage centers, and with business and civic communities.
- Attend Board of Director meetings as Executive Director of the PHC.
 - Serve as the principal advisor to the Board regarding PHC issues, needs, and projects.
 - Make recommendations to the Board in the selection, evaluation, and orientation of both permanent and honorary new Board members.
 - Prepare an annual report and other special reports as prescribed by the Board of Directors.

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- Understand the critical role of technology and work to ensure that the PHC employs current and innovative methods needed to reach its market, its benefactors, and prospective supporters.
- Model and facilitate a working environment that encourages teamwork, creativity, and awareness and respect for differences among employees and volunteers.
 - Set and communicate a clear vision and performance expectations and standards for PHC employees and volunteer staff.
 - Empower staff to think, plan, and act collaboratively.
 - Ensure the training and development of all PHC employees and volunteers.
 - Set the PHC culture so as to ensure an enviable reputation in both American Polonia and museum communities.
 - Champion the visitor experience ensuring staff are accountable for delivering complete visitor satisfaction.
- Attend conferences, seminars, workshops, and other training for personal professional development purposes.
 - Present an overall professional image reflective of American, Polish, and Texas pride.
 - Serve as the face of the PHC to the public, embodying its mission and maintaining excellent relationships with PHC stakeholders.
- Establish and maintain relationships with reliable local vendors and suppliers whose quality of goods and/or services and customer service meets standards consistent with the image the PHC desires to communicate to its publics.
- In all matters, demonstrate sound judgment, integrity, and a high degree of initiative.

This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Board of Directors reserves the right to change this position description at its discretion at any time.