
Position Announcement Executive Director

Founded in 2006 to educate, preserve and celebrate our region's rich Hellenic cultural heritage, the Hellenic-American Cultural Center & Museum of Oregon and SW Washington (HACCM).

- Gathers, preserves and shares the knowledge of the Hellenic (Greek) American experience in Oregon and SW Washington
- Celebrates the rich cultural tradition brought to this region by Hellenes
- Honors the activities and accomplishments of Hellenic Americans

HACCM has excelled at collecting, conserving, documenting and displaying artifacts of Hellenic history. The center's calendar of events includes exhibitions, symposia, classical Greek theater productions, dance performances, craft demonstrations, film screenings, visiting authors and musicians, and traveling exhibits.

HACCM's considerable achievements to date have been managed by an all-volunteer Board of Directors. The work of the board and its many volunteers pays tribute to a quote from Sophocles displayed in the museum's foyer: "For these things live not today or yesterday but for all times."

HACCM seeks an Executive Director who can embrace these long-cherished traditions and ideals and work with the board to move our organization forward into a sustainable future. Immediate priorities include increasing the visibility of the museum in the wider community, bolstering fundraising, and expanding our networks.

Be a part of helping the community remember and learn about its historical and cultural past, while ushering in a new era of engagement and appreciation for what Hellenic culture can bring to the community tomorrow.

GENERAL DESCRIPTION OF POSITION

The Hellenic-American Cultural Center & Museum seeks an Executive Director to join its engaged team. The all-volunteer organization has a dedicated board, volunteers and donors. As the first professional staff member, the Executive Director will coordinate the fundraising, communications, strategic planning, and board development of HACCM.

Working with the organization's board, the Executive Director will oversee the implementation of the strategic plan, assure that the organization's various cultural and educational programs are effectively marketed and produced, that administrative functions are efficient and effective, and properly develop, track and meet budgets. The successful candidate will also serve as the primary spokesperson to HACCM's patrons, the media, schools, and the general public. Our ideal candidate will be a strong, collaborative leader, skilled at creating and motivating solid teams of volunteers.

The successful candidate will be a strategic thinker, able to see the big picture, while simultaneously assuring operational effectiveness to create success.

The ideal candidate will be a talented fund raising professional, with a solid track record of building deep donor relationships, using a hands-on approach to cultivate and steward donors so they are inspired to increase their giving. This crucial work is necessary to move HACCM forward to a sustainable future, and to create the kind of donor base needed to support an anticipated capital campaign.

GENERAL RESPONSIBILITIES:

Fundraising and Communications - approximately 60% of workload: Work with the board to develop resources sufficient to ensure the financial health of the organization.

- Create and implement a sound fundraising plan, including strategies for engaging individual donors, corporate sponsors and foundations.
- Assuring an appropriate and active role for board members, key volunteers and donors.
- Develop and maintain key donor, volunteer and stakeholder relationships to assure the best possible participation level in the fundraising plan.
- Cultivate donors, solicit donations, and steward donors effectively.

Organization Mission and Strategy – approximately 20% of workload: Provide leadership to the board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Enhance HACCM's image by being active and visible in the community and by working closely with other professional, civic and private organizations.
- Oversee implementation and marketing of HACCM programs and exhibitions to carry out the organization's mission.
- Lead the board to conduct strategic planning to ensure that HACCM successfully fulfills its mission.

Board Governance – approximately 10% of workload: Support the board in creating a strong culture and process that leads to effective governance of the organization.

- Help the board set the policies and procedures that will assure a strong, effective governing body.

- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Assure appropriate and regular board training, including fundraising training, to increase effectiveness.

Organization Operations – approximately 10% of workload: Oversee and implement administrative planning to ensure that the operations of the organization are efficient, effective and appropriate.

- Maintain fiscal integrity of HACCM, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Manage fiscal responsibility that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Assure HACCM benefits from the dedicated service of its many volunteers and that those volunteers are properly recruited, trained, deployed and thanked.
- Oversee effective facilities maintenance and operations.

From time to time the Executive Director may take on other duties as defined by the board of directors.

SUPERVISOR RESPONSIBILITY:

None currently. Future staff may be added by the Board of Directors at the recommendation of the Executive Director.

REPORTS TO:

HACCM Board of Directors

PROFESSIONAL QUALIFICATIONS:

- A bachelor’s degree or its equivalent
- Three or more years successful nonprofit experience, including direct management of leadership volunteers, or equivalent
- Demonstrated ability to develop, oversee and successfully implement comprehensive fundraising and marketing strategies
- Demonstrated ability to create and manage budgets and ability to report financial findings to a board

- Strong organizational abilities including planning, delegating, program development and task facilitation
- Demonstrated commitment to the mission of HACCM and an ability to convey its vision to board, volunteers and donors

Preference may be given to applicants who have demonstrated experience in museum and/or cultural center work.

PROFESSIONAL SKILLS AND ATTRIBUTES:

- Ability to collaborate with and motivate board members and other volunteers
- Transparent and high integrity leadership
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Strong public speaking ability
- Proficiency in general Office software, such as Word, Excel. Experience managing databases, such as Past Perfect and donor management systems, preferred.
- Ability to work a highly flexible schedule with frequent evening and weekend work

Compensation package starting at \$60,000 annual salary plus benefits, commensurate with experience and other qualifications. Quality benefits package includes health insurance, retirement plan and paid time off.

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To Apply:

The search for this position is being conducted by our Search Consultants. To apply, please submit cover letter, resume, three professional references, and answers to the questions below to: support@crookerconsulting.com

[Supplementary Applicant Questions:](#)

1. What led you to apply for this position?
2. What is your background, knowledge and appreciation of the Hellenic Culture?
3. Have you had any personal contact with Hellenic Culture and if so how?

For questions, please contact catherine@crookerconsulting.com.

To learn more about the Hellenic-American Cultural Center and Museum visit us at <https://hellenicamericanc.org/>

Review of applications will begin January 12, 2020. Position will remain open until filled.