



CAMERON ART MUSEUM

Wilmington, North Carolina

Position Announcement

Executive Director



The Opportunity | Cameron Art Museum

Cameron Art Museum (CAM) is a non-profit private corporation in service to the public of southeastern North Carolina for over 50 years. CAM is committed to valuing diversity and maintains an inclusive learning environment for all its employees.

The Position | Executive Director

The Executive Director is a full-time position that reports directly to the CAM Board of Trustees. The Executive Director works closely with the Board and the senior leadership team, is responsible for CAM's strategic planning and holds a high degree of commitment and passion for CAM's mission. This position oversees day-to-day operations of CAM 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 face of the organization to the membership, community, and region. A collaborative relationship-builder, the Executive Director will expand the influence of CAM and its institutional relevancy to the region.

Institutional Responsibilities

- Actively contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.
- Support CAM's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future.
- Contribute to and support CAM's strategic plan, annual priorities, and institutional initiatives.

The following roster is illustrative and not intended to describe every function that may be performed by this job. The omission of specific statements does not preclude the Board of Trustees Executive Committee from assigning specific duties not listed if such duties are a logical assignment to the position.

Duties/Responsibilities

- Plans, coordinates, and directs the operations of CAM including carrying out the policies as determined by the CAM Board of Trustees.
- Oversee operations including development, exhibitions and collections, facility maintenance, rental policies and procedure, museum school operations, café and shop operations and acquisitions to, or deaccessions from, the permanent collection.
- Deepens CAM's commitment to DEIA in every aspect of CAM's work including all hiring practices, programming, and outreach.

- Cultivates relationships with major stakeholders for the purposes of fundraising, including major gifts for special projects, operations, and development of CAM.
- Oversees CAM's budget including planning, preparing, monitoring, and administering; creates opportunities for growth and sustainable revenue streams.
- Performs a variety of public relations activities; coordinates communication both internal and external concerning all aspects of CAM, gives presentations locally, regionally, and fosters opportunities nationally; works closely with CAM's affiliate organizations and certified outside agencies, fostering growth, depth and reach with these relationships.
- Demonstrates effective staff development in hiring, coaching, collaboration, problem solving and goal setting. Empowers internal staff to think, act and plan in a collaborative manner. Oversees departmental supervision in the performance of bi-annual staff evaluations and monthly departmental budget meetings.
- Oversee traditional, print, social, and other forms of new media to build audience and foster membership growth.
- Ensures the operations and administration of CAM follow local, state and federal regulations.
- Oversee operation of CAM's full service café and museum school.
- Serves as principal advisor to the CAM Board of Trustees. Provides administrative support by maintaining Board and organizational records and by maintaining communications between the Board, Board committees and staff.
- Serves as ex-officio member of all standing and ad hoc Committees of the Board.
- Assists in the selection, evaluation, and orientation of new Trustees members.
- Attends conferences, seminars, workshops, and other training for professional development purposes, and budgets and creates opportunities for staff professional development.
- Maintains current knowledge of national trends, strategies and best practices for museum and arts education and engagement.
- Continues to build exceptional understanding of art, its importance in developing critical thinking and expression of shared humanity.
- Continues to build exceptional understanding of philanthropy as it relates to the not-for-profit organization and a wide and deep knowledge of fundamental disciplines of resource development.
- Understands the role of technology in information exchange and works to ensure that CAM employs current and innovative methods needed to reach multiple demographic groups.
- Prepares annual report and other special reports as prescribed by the Board.
- Performs related work as required.

Qualifications & Requirements

- Bachelor's degree required, Master's degree (or equivalent) preferred with a minimum five years of nonprofit senior level management, preferably at an art museum.
- Proficient in Microsoft Office, including Word, Excel, and PowerPoint

- Excellent verbal, written and digital communication skills.

Salary/Benefits: Proposed salary range is \$95,000 - \$115,000. CAM currently offers full competitive employee benefits including medical insurance, 403(b) plan with matching, and paid time off.

APPLY HERE

CAM has retained Capital Development Services (CapDev) to assist with professional recruitment. Candidates should include a cover letter and a resume. All material will be kept confidential. Additional inquiries may be directed to CapDev at searchservices@capdev.com.