



Executive Director

"Like a confluence of rivers, this place is alive"

OVERVIEW

Culture is the characteristics of a particular group of people, defined by everything from language, religion, cuisine, and social habits, to music and arts. Museums and cultural centers are philanthropic ventures that connect people to a community and to each other. They bring together citizens to tell the story of their family, community, and shared history, and thereby build connections that sustain and strengthen communities.

All too often, the public's attention is focused on big city museums, with massive and imposing collections, like MoMA in New York City, the Field Museum in Chicago, and the Getty Museum in Los Angeles. But hidden away in America's towns and small-cities are equally fascinating, unique museums that are home to valued works of art and artifacts. The Wenatchee Valley Museum and Cultural Center ("WVMCC") is one of those places, offering art, education, discovery, gathering, and cultural celebration to the people and communities of North Central Washington.

The Community

Wenatchee, Washington (Pop 35,525) is a hidden gem located at the confluence of the Columbia and Wenatchee rivers in the eastern foothills of the Cascade Mountains. The first people to live in the Valley were Salish-speaking Pisuose Indians known as the Wenatchi. Recognized as the "Apple Capital of the World," Wenatchee has evolved from its early days as an agricultural hub and now boasts a diverse business community including fast growing companies in tourism, recreation, medicine, education, and technology. For a taste of Wenatchee visit <https://vimeo.com/121429638>.

The Organization

The Wenatchee Valley Museum and Cultural Center's mission is to gather, engage, and educate people to celebrate and preserve the history, arts, sciences, and rich diversity of our region. Since 1939, the WVMCC has brought together the people of Wenatchee and its surrounding communities, including Leavenworth, East Wenatchee, and Cashmere.

In 2020, the WVMCC served over 250,000 total participants both virtually and onsite; it proudly serves as a steadfast cornerstone in the life of the Wenatchee Valley.

The WVMCC is seeking a dynamic and engaging Executive Director to champion its strategic plan, lead a capital campaign and steer the organization into a bright future.



The Role

Reporting to the fourteen-member Board, the Executive Director is directly responsible for four department directors, including: Director of Operations, Development Director, Curatorial team, Bookkeeping and Administrative support.

In March of 2020, the Board developed a set of ambitious goals for growth, as outlined in the organization's Strategic Plan. The Executive Director will be accountable for translating the Board's vision into reality. Among other steps, the plan calls for a significant capital campaign in the coming years.

The strategic plan can be found here:

https://www.wenatcheevalleymuseum.org/wp-content/uploads/2020/11/2020-2025-Strategic-Plan_Final.pdf

The ideal leader for the organization will be an authentic and inspiring museum and cultural center leader with experience leading non-profit organizations through growth and transformation. The ideal candidate has a track record of building effective community relationships, leading a successful capital campaign, and a love of small-city museums and culture.

Key Deliverables- Year 1

- Become the public face of the WVMCC.
- Build effective community relationships that advance the mission and goals of the organization.
- Align with and become a champion for the strategic plan of the WVMCC.
- Practice servant leadership while supporting the WVMCC team.



KEY RESPONSIBILITIES:

Community Relationships

- Promote the WVMCC as an essential community asset and cultural destination.
- Step forward as a visible public figure within the community.
- Drive expansive local and regional marketing and public relation strategies with a goal of connecting with every person in North Central Washington.
- Promote brand visibility.
- Develop and deepen effective community partnerships.

Strategic Initiatives

- Update the guest experience with improvements to exhibitions, programs and communication that position guest at the heart of the museum experience
- Create deep connections by investing in partnerships that expand inclusion and improve the accessibility of the collections.
- Strengthen organizational capacity by building a robust funding model, establishing a strong financial position, and fully renovating the facilities.

Team Leadership

- Lead a passionate and experienced team across the various departments and functions of internal operations.
- Create a cohesive team culture.
- Provide support and ensure that each department has what it needs to meet its goals.
- Clarify structure to maximize both the talents of the team and organizational goals.
- Serve as a coach and mentor to the team.
- Support the team in setting priorities and meeting deliverables.

Development

- Accountable for the implementation of fundraising strategy, initiatives and results, including the preparation for and launch of a capital campaign.
- Accountable for program development that meets the mission of the organization: to gather, engage and educate people to celebrate and preserve the history, arts, sciences and rich diversity of our region.

Finance and Operations

- Oversee matters related to accounting including accounts payable, accounts receivable, fixed assets, general ledger, month-end close, and preparation of monthly financial reporting.
- Manage cash flow and related reporting.
- Ensure quality control over financial transactions and financial reporting.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.



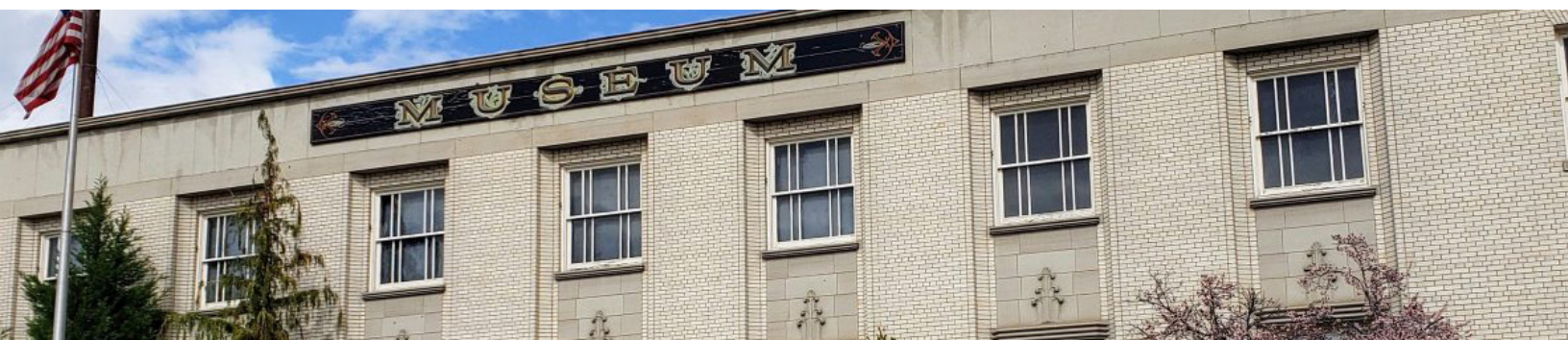
KEY ATTRIBUTES

- Humble
- A passionate motivator
- Curious and eager to learn about the museum and its collection, as well as the history, culture, and community of the region
- Visionary and gifted communicator
- Enthusiastic about history, art, and culture
- Easygoing and relatable
- A small-city enthusiast who can articulate the value of community
- Expert at connecting with emerging and established community leaders and thinkers

QUALIFICATIONS:

- A passion for the values, vision and mission of the WVMCC, including a deep interest in history, education, culture, and community.
- A minimum of 5 years senior-level leadership experience in a successful non-profit.
- Experience with fundraising, strategic planning, program design, board relations, marketing and communications, budgeting, and team management.
- Experience manager with a track record of executing projects of scale while successfully directing ongoing operations including personnel matters.
- Demonstrated ability to supervise, mentor, and inspire staff, volunteers, and diverse public constituencies.
- Competence with and a demonstrated commitment to diversity, equity, and inclusion, especially including an ability to build successful relationships with Indigenous leaders and constituents and leaders of diverse communities and cultures.
- Solid financial management and planning skills with experience in budget analysis, forecasting, fiscal administration and strategy-driven financial planning.
- A bachelor's degree from an accredited university or college in non-profit management or museum-related field (museology, museum systems, history, art history, archaeology, anthropology, or humanities) is preferred, as is a master's or other advanced degree, or an equivalent combination of education and experience.
- Previous museum experience is preferred, but not required

LOCATION: Wenatchee, WA



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