

Position Announcement – 4-16-2019

## **Rufus KING MANOR MUSEUM EXECUTIVE DIRECTOR**

The Rufus King Manor Museum, a cultural, historical and educational resource located in the vibrant urban downtown of Jamaica, Queens, seeks a new Executive Director.

### **Background**

King Manor was home to three generations of the politically active King family, including patriarch Rufus King, American statesman and Constitution-signer, Senator King's radical speeches in 1820 opposing the admission of Missouri as a slave state marked the apogee of his long anti-slavery career. King Manor remained in the King family from 1805 to 1896, and opened as a museum in 1900. King Manor Museum is operated by the King Manor Association of L.I., Inc., a not-for-profit organization. King Manor itself is a NYC-owned property, one of 23 historic houses in NYC parks. King Manor Association is a member of the Historic House Trust.

King Manor Museum operates with an annual operating budget of approximately \$350,000, and a three person staff (a full-time Education Director and a part-time Manager of Public Programs), assisted by interns and volunteers. A resident caretaker monitors the site and its maintenance needs.

The organization is governed by a Board of Directors.

### **Mission**

Our mission is to involve and educate children and adults through the preservation and interpretation of King Manor and its collection in the context of life in Jamaica, Queens, as well as the impact of the King family on the United States in the late 18<sup>th</sup> and early 19<sup>th</sup> centuries.

King Manor serves a largely minority and immigrant community and engages its audiences through historic site tours; interactive exhibits; education programs for school children and their teachers; concerts and lectures for adults; and family and community programs. Collection management, preservation and historic research are continuous activities at the museum.

### **Vision**

- King Manor Museum's vision is to make history relevant and immediate; to foster a greater awareness of the roots of the present; and to provide a deeper appreciation of history as an on-going process into the future.

- • The primary audiences of King Manor Museum are the children and families who live in Jamaica and the nearby neighborhoods of southeast Queens, many of whom are recent immigrants or first- generation Americans; many others are poor or working class people of color who have never had the opportunity to visit a museum. Our vision is to be a cultural bridge in our community--to make visitors comfortable within our museum so that they are better prepared and more excited about visiting the many other cultural resources that their City has to offer.
- As steward of Senator King's legacy, King Manor Museum's vision is to become a center of scholarly research and the authoritative source of information about the personal and political life of Rufus King, and the lasting impact of his efforts as statesman, diplomat and vocal opponent of slavery.

### **Position**

The Executive Director has overall operational responsibility for programs, development, finances, and communications; reports to the Board of Directors; and works with the Board to define and implement King Manor Museum's strategic direction.

### **Responsibilities**

- • Plan and manage a budget to assure that King Manor uses its resources to maximum advantage; monitor budget and report to Board on status to assure fiscal health.
- • Enforce appropriate systems, procedures and financial controls to assure the organization fulfills its legal, reporting and contractual obligations.
- • Participate in Board development, including recruitment, orientation and training.
- • Increase King Manor's financial resources through a comprehensive fundraising strategy incorporating board commitment, grant writing, securing government funding, outreach to elected officials, and individual giving.
- • Establish and maintain strong relationships with foundation and corporate supporters.
- • Supervise staff (hire, evaluate, coach, terminate if necessary), outside contractors and consultants; maintain effective management and human resource policies and procedures.
- • Direct delivery of and evaluate a portfolio of programs and educational activities.

- • Engage with community-based organizations and local leaders to assure that community needs, attitudes and resources are incorporated into the museum's programs.
- • Serve as chief spokesperson and public figure of the museum; represent the museum to governmental, professional, civic and private agencies as well as to the media.
- • Develop annual marketing plans and strategy; work with staff to oversee production and effective distribution of marketing materials.
- • Ensure that King Manor itself, its collections, and the site on which it sits, are protected.

#### Qualifications and Personal Characteristics

- • Demonstrated ability to lead.
- • Staff and/or organization management experience and skills in the non-profit sector; management experience in a cultural institution preferred.
- • Ability and desire to help raise funding for and execute a sustainable plan for growth.
- • Track record in grant writing and donor cultivation and solicitation; experience with NYC and NYS government grant applications and compliance is a plus.
- • Experience with appropriate management and fundraising software, proficiency in word processing, spreadsheet applications, and social media.
- • Experience in development and monitoring of institutional budgets or other direct evidence of financial expertise, skills or experience.
- • Excellent written and public speaking skills; well-developed interpersonal and planning skills.
- • Exceptional listening skills; a collaborative spirit at ease as a leader or team member.
- • Dedication, discipline and ambition to translate vision into concrete action.
- • A positive outlook and good sense of humor.
- • Advanced degree preferred.
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#### **Salary**

Competitive salary commensurate with applicant qualifications; fringe benefits include cost-shared medical coverage and 403B retirement plan after two years of service.

TO APPLY: Submit a cover letter, resume and salary history to [Walterhqueens@gmail.com](mailto:Walterhqueens@gmail.com) or by mail to King Manor, 90-04 161st St. - Suite 704, Jamaica, NY 11432, ATTN: ED Search