

## **Tucson Auto Museum Executive Director**

**The Tucson Auto Museum is a non-profit dedicated to the preservation and display of rare and unique classic cars from around the world.** The new Executive Director will be responsible for providing strategic, entrepreneurial leadership that will build the museum and take the organization to the next level. This is an opportunity to create real change in the museum as we prepare to move to our new location and expand our program offerings and reach. This position is the public face of TAM and works extensively building partnerships with the Board of Directors, other community organizations, funders, donors, and leaders in Southern Arizona. Our ideal candidate believes in TAM's mission and will focus on fund development to ensure our programs continue to serve the community, improve the visitor experience, focus on revenue growth and diversification, and increase awareness in Southern Arizona as a tourist attraction.

The successful candidate will have excellent leadership skills combined with an entrepreneurial can-do spirit. They must have strong financial management skills, an ability to secure funding through grants and donors, and the energy to execute a strategic vision for growth. This position provides an amazing leadership opportunity to have influence and impact on the tourist economy in Southern Arizona.

The Executive Director is the chief executive of TAM and is responsible for overseeing all day-to-day operations, including administrative, facilities, and development; is the key point of contact for guests, partner organizations, and volunteers, including our docents, and manages the finances of the museum.

### **Organizational Leadership & Management:**

- Actively recruit, engage, and energize volunteers, docents, Board members, partnering organizations, and funders.
- Develop and maintain strong Board of Directors processes and communication structures and work with the Board President to assess opportunities to build Board engagement.
- Ensure key volunteers and staff have current job descriptions to ensure the operation is maintained and the budget is met.
- Regularly review and expand program components and track revenue and metrics to report to the Board, funders, and other constituents.
- Hire, supervise, motivate, and review the staff. Evaluate needs and structure staff accordingly.
- Work with staff, Board and others to ensure quality of finance and administration needs are met along with having written plans around fundraising, communications, grants and system strategies.
- Recommend timelines and resources to achieve the strategic goals as needed.

### **Financial Management**

- Prepare annual budget for Board approval and build annual revenue and reserves to sustain growth.
- Seek sponsorships and oversee events, including delegating to other staff, as appropriate, to ensure leadership and accountability for each event.
- Create a grant writing plan with resources required, tracking of past grants/funders along with outlook for next 18-24 months including current grant targets with deadlines/requirements and "aspirational" grants.
- Oversee bookkeeper to pay all bills promptly. Review financial statements, prepare activity reports to determine progress toward objectives, and revise plans in accordance with current conditions.
- Understand and implement strong non-profit business practices.
- Provide grant writing, reporting, and monitoring.

**Program and Exhibit Development:**

- Develop exhibits by researching, writing, and installing rotating and new exhibits in conjunction with docents, staff, and Board.
- Develop public lectures and educational programs to highlight TAM's work and the collections' unique nature.
- Ensure ongoing programs are well planned and executed and expand program offerings. Develop consistent program evaluation and communication plans for continual improvement.

**Public and Community Relations:**

- Oversee the marketing communications plans from web to social media presence and work with available resources to create consistency across channels.
- Ensure marketing plans have dates and expected communication targets and outcomes.
- Develop and enhance visibility for the TAM throughout the community through presentations, partnership creation, articles and one-on-one relationship building to garner new opportunities. Leverage the TAM collection when appropriate to increase the museum's visibility off-site.
- Increase marketing and opportunities for event rental space.

**Required Skills/Qualifications**

- Excellent oral and written communications skills
- Ability to convey the TAM mission and programs
- Proficiency in Microsoft 365
- Successful fundraising experience
- Ability to work effectively in collaboration with diverse groups of people
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills
- Excellent management skills to coordinate operationally, supervise employees, develop and work closely with the Board of Directors

**Compensation:**

The salary for this position is \$65,000-\$70,000 based on experience. Medical benefit available.

**To Apply:**

Please submit a resume and cover letter to [execdir@tucsonautomuseum.org](mailto:execdir@tucsonautomuseum.org). All applications will be acknowledged. Please include references. Position open until filled.

*TAM is an equal employment opportunity employer. This policy ensures our policies and practices are administered without discrimination regarding race, ethnicity, color, religion, sex (including pregnancy, sexual orientation or gender identity or expression), age, national origin, citizenship, disability, genetic information, or any other basis that is prohibited by law. We provide reasonable accommodation for the known disabilities of employees.*