

The McKenney Foundation Executive Director

Job Title: Executive Director (ED)

Reports to: Board of Directors

Office Location: Petersburg, VA

ORGANIZATION:

The William R. McKenney Building was an important residence in Petersburg, VA's history and served as the city's main public library for nearly a century. Since opening a modern new city library in 2014, however, the McKenney Building has stood vacant. In 2020, business and civic leaders formed the McKenney Foundation, a new nonprofit, to evaluate the feasibility of repurposing the McKenney Building. For more information on the McKenney Foundation, please visit the website at <https://mckenneyfdn.org>

The Foundation Board has determined that an Executive Director (ED) needs to be hired to serve as the project lead and, later, the director of the cultural center and archive. The ED will help establish relationships with critical partners, and must be able to fundraise, oversee the project, engage with the community, and establish satellite programming until the actual museum and city archive opens its doors.

POSITION SUMMARY:

The Executive Director will be the public face of the project and responsible for overseeing the administration, fundraising, programs, and executing a strategic vision and plan, as well as preparing the organization to undertake a major capital campaign to build the Cultural Center and Archive.

The ED must be capable of building relationships with key partners, inspiring their trust as well as that of donors and board members. He or she must know how to hire and retain talented staff and build consensus, while honoring, including and respecting opposing viewpoints and have a strong understanding of African American history and culture. Other duties include marketing, community outreach, and participating, and in some cases guiding the renovation of the building decisions. This position reports directly to The McKenney Foundation Board of Directors.

KNOWLEDGE, SKILLS, ABILITIES, AND EDUCATION REQUIRED

- A minimum of a bachelor's degree is required. An advanced degree in museum education, archival and preservation, arts management, library science or other relevant field or research area is preferred; A combination of professional and leadership experience in a comparable setting will also be seriously considered.
- At least 5 years of progressively responsible leadership roles in an art, history, libraries, museums, or other relevant settings.
- Experience and skill in working with a Board of Directors and demonstrated ability to hire, oversee, and collaborate with staff.

- Strategic thinking, planning, and the ability to effectively communicate are a must.
- Solid skills in planning, financial management, program development, and task facilitation.
- The Executive Director will reside in the region, given the importance of building authentic and strong ties with the community.

PASSION FOR THE MISSION

- Deep personal interest in preservation, education, history, and art with a nuanced appreciation for the evolving role of cultural institutions, and an active voice as part of this conversation.
- Expertise in the principal functions of museums and best practices in the field. Archival experience is desired.
- A high level of energy and enthusiasm for cultural institutions and their role, purpose, and opportunities in today's world, and a desire to engage the community via public exhibitions and programs.

RESPONSIBILITIES

1. **Strategic Leadership:** Works with The McKenney Foundation Board to fulfill the organization's mission.
 - Serves as the top-level executive and oversees the day-to-day operations
 - Has the highest level of integrity to inspire the trust of partners, donors, and board members
 - Ability to be the spokesperson for the Foundation, articulate its vision, and build and foster critical relationships.
2. **Financial and Operational Oversight:** Develops resources sufficient to ensure the financial health of the Foundation.
 - Leads the development and execution of a fundraising strategy to raise initial funds to build the infrastructure of the organization, as well as begin initiating major funding applications and launching the capital campaign.
 - Has knowledge and understanding of grant and foundation funding at all levels and who has experience in fundraising, ideally in a capital campaign.
 - Responsible for the fiscal integrity of the Foundation, to include submission to the Board a proposed annual budget and monthly financial statements.
 - Implement, follow, and enforce financial policies.
 - Ensure all legal and financial obligations are met (e.g. annual 990 form filing)
3. **Organization Operations:** Oversees and implements appropriate resources to ensure that the infrastructure of the Foundation is appropriate.
 - Responsible for the hiring and retention of talented and knowledgeable staff.
 - Responsible for the set-up and effective administration of the Foundation's operations.
 - Responsible for participating, and in some cases guiding the renovation of the building decisions.

4. **Outreach and Relationship Building:** Works with the Board and staff to ensure that the mission is fulfilled through satellite programming, strategic planning, and community outreach.
 - Responsible for the Foundation's initial strategic plan to ensure that the mission can be fulfilled in the future.
 - Be the public face and spokesperson for the Foundation by being active and visible in the community and by building relationships with the City of Petersburg and key partners and other professional, civic, and private organizations.
 - Initiate and coordinate regular publications and social media.
5. **Programming Development and Implementation:** Responsible for implementation of the Foundation's programs that carry out the mission.
 - Develop compelling programs which have board appeal to the community, and engage them in understanding the impact that the Archive and Cultural Center will bring to the Petersburg community.
 - Initiate collaborations and partnerships with other area arts organizations.

COMPENSATION: \$90,000-\$115,000, annual base hiring salary range, commensurate with experience.

BENEFITS: The McKenney Foundation offers a competitive benefits package. Health, and life insurance are available for the employee. Sick leave, paid time off and holidays are also offered.

If you are interested in this outstanding opportunity or are aware of a candidate who would excel in the role based on the description above, please submit a resume and cover letter detailing your related experience, qualifications, and salary requirements to:

Nisenson Consulting, LLC at amy.nisenson@gmail.com no later than Friday, April 25 at COB. For questions, contact Amy Nisenson at (804) 307-4653. All inquiries are confidential.

Equal Employment Opportunity: The McKenney Foundation is an Equal Opportunity Employer. We value diversity and are committed to fostering an inclusive and respectful environment for all our employees.