



# Executive Director Impact Description January 2024



## ORGANIZATION OVERVIEW

As the most vibrant Jewish cultural organization in the Midwest, Jewish Museum Milwaukee (JMM) builds bridges between diverse communities with shared histories; explores contemporary issues through the lens of Jewish history, culture and values; and inspires artists, thinkers, educators, students and future leaders to engage with Jewish history, culture, and values as they pursue justice. The mission of JMM is to preserve and present the history of the Jewish people in Wisconsin and celebrate the continuum of Jewish heritage and culture. JMM is committed to sharing this story and their search for equality and freedom to enhance the public's awareness and appreciation of Jewish life and culture as it relates to contemporary themes amongst our diverse communities.

JMM reflects five important values:

- **Remembrance:** We memorialize the resilience, ingenuity, persistence, and profound hope of the Jewish people and others who have suffered inhumane treatment. We celebrate the achievements, culture, traditions, and religion of the Jewish people.
- **Justice:** We pursue justice for all people through reflective conversation about history and current events.
- **Honor:** We honor the inherent dignity of all people by amplifying lesser-heard voices and artistic expression.
- **Community:** We build steadfast bridges across diverse communities and organizations by celebrating our shared humanity and histories.
- **Learning:** We educate visitors of all ages, religions, races, and walks of life through engaging and meaningful programs and exhibits, while also listening to and learning from our visitors and their communities.

To learn more, please visit us at: [www.jewishmuseummilwaukee.org](http://www.jewishmuseummilwaukee.org)

The Museum is a program of the Milwaukee Jewish Federation.

## POSITION OVERVIEW

The Executive Director provides leadership and directs policymaking, planning, organization, operations, fundraising, and employees for Jewish Museum Milwaukee. The Executive Director works closely with the Board of Trustees to develop, refine, and implement the Museum's strategic direction, priorities, and policies for the Museum's impact, fundraising, governance, programming, exhibition, and collections management.

### Leadership Responsibilities

- Works in conjunction with the Board of Directors to develop and maintain the strategic direction and establish initiatives to fulfill the mission and vision of the Museum.
- Leads all fund development and revenue generating activities, including grant identification and writing, legacy procurement, donor solicitation, exhibit sponsorships, and potential capital campaigns aimed at achieving visionary goals. Works with the Board to secure financial and membership involvement to identify and solicit major gifts and leverage its connections and networks.
- Creates, monitors, and adheres to annual budget and operating plan. Reviews monthly general ledger and reviews the monthly P&L with Board Treasurer, identifying variances. Approves all expenditures. Monitors investment returns.
- Builds staff capacity to optimize membership and other revenue opportunities.
- Stewards current and potential donors through events, meetings, communications, and other appropriate opportunities for relationship-building.
- Monitors and evaluates program effectiveness initiating changes required for improvement and continued excellence.
- Directs ongoing and complex projects.
- Oversees the collections of the Museum.
- Hires, trains, and supervises staff.
- Oversees and evaluates all educational and community programming.
- Reviews selections for special exhibits with the Curator and volunteer committee.
- Builds public relations strategy as well as effective community relations. Develops overall marketing plans and evaluates materials for the Museum.
- Develops earned revenue strategies, particularly in exhibit rentals.
- With the Curator, develops, markets, and negotiates travelling exhibits.
- Serves as a JMM ambassador in the greater Milwaukee Community including tourism, cultural organizations, State and City Arts boards, and Jewish community events. Is a representative to museum organizations including the American Alliance of Museums, Midwest Association of Museums and Council of Jewish Museums.





## EXPECTATIONS AND EXPERIENCES

- Evidence of success in developing, managing, and growing annual operating budget.
- Demonstrated excellence in writing and public speaking.
- Proven ability to work cooperatively and effectively with Boards of Directors and other volunteers.
- Strong leadership and strategic planning skills, as well as vision and entrepreneurial spirit.
- Understanding of the complexity of volunteer/professional relationships.
- Strong record of success in developing and implementing fundraising and earned revenue strategies, including grant procurement.
- Proven ability to hire, train, supervise, discipline, measure performance, and support employees.
- Ability to foster a healthy organizational culture with volunteers and staff.
- Working knowledge of technology and software, including spreadsheets, database, calendaring, and presentation tools, as well as social media.
- Ability to work a non-standard work week, including evening, weekend, and some long hours to accommodate activities such as Museum events and representing the Museum at public events.
- Familiarity with best practices in museum operations and contemporary museum trends. Experience working in a cultural institution desirable.
- Possess an entrepreneurial spirit, with evidence of successful growth in business endeavors.
- Minimum credential of bachelor's degree.
- Five years of experience in senior management position(s).





## Jewish Museum Milwaukee Commitments

Jewish Museum Milwaukee and Milwaukee Jewish Federation provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws.

- The annual salary range for this position begins at \$110K.
- This position is eligible for 15 vacation days and 7 personal days annually. In addition, JMM observes federal holidays as well as Jewish holidays that prohibit work, typically adding between 11 -17 additional paid days off annually depending on the Hebrew calendar.
- Other benefits include medical, dental and vision insurance, paid parental leave, health savings and flexible spending accounts, short- and long-term disability, life insurance, and 401K plan.
- All offers of employment are contingent upon clear results of thorough background and reference checks.
- All inquiries about, and interactions with, candidates are kept in strict confidence.
- This position will remain open until filled.

## Instructions for Applicants

Interested applicants can email the following items, combined into one document, to [JMM@leadingtransitions.com](mailto:JMM@leadingtransitions.com) no later than **1:00 p.m. CT February 21, 2024**: A letter describing your qualifications for this position and your interest in Jewish Museum Milwaukee’s mission, a detailed and updated resume and the names of, your relationship to, and the contact information for, three professional references.

\*References will only be contacted with candidate permission.



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