

# **EXECUTIVE DIRECTOR – The Kansas African American Museum – Wichita**



**Position Title: Executive Director**

**Location: Wichita, Kansas**

**Posting Date: February 1, 2025  
Open until filled**

**Salary Range: \$85,000 - \$120,000**

## **Our Mission**

TKAAM is a regional arts and cultural museum dedicated to the identification, acquisition, research, collection, exhibition, presentation, and preservation of visual art forms, artists, programs, and documents reflective of African American life and culture. Using the tool of the arts, it is our goal to bridge the gap of understanding among cultures.

## **Our Vision**

TKAAM will strive to educate and encourage understanding of the African American culture through preserving African American historic structures, collecting archive materials, publishing papers and written records, presenting lectures, collecting conserving, exhibiting and interpreting various collections of artifacts, and utilizing authentic reproductions. As an educational organization, it will encourage the interest of the community in accomplishing these aims.

## **What We Value**

TKAAM values creating a new legacy for future generations befitting the legacy our ancestors and others left for us.

## **What We Need From You**

The Executive Director is the senior executive of TKAAM, whose overall role will focus on bringing a 21st-century perspective to the task of defining TKAAM's scope and direction of exhibitions, programming, and collections management. This leader will oversee the care and

display of TKAAM's collections and lead the curatorial, exhibition, conservation, education, publications, and programming functions in support of the museum's mission. The Executive Director will work with his/her/staff, curators, cross functional leaders and management to develop, implement and oversee the artistic, curatorial and interpretive strategies of TKAAM.

Generally, this position will require on site work. Performing duties during non-business hours when needed will be necessary. Travel is also required.

This Executive Director reports to the Board of Directors. The duties of this position are intended to provide generalized examples of major duties and responsibilities to be performed by an Executive Director. They include:

- **Oversee Museum Operations:** Oversee all museum and cultural center operations, including exhibitions, programs, and activities.
- **Management of finances:** Work within the financial structure of the current budget cycle, develop annual budgets, secure funding, and ensure the organization's fiscal health is sound, ensure effective systems exist and are fully operational to record and track information related to programs, visitors, fundraising, marketing, and finances. Oversee and actively engage in development and fundraising programs.
- **Hiring and Management staff:** Define staff positions, hire staff, provide management and oversight of the same, lead, coach, and develop staff and volunteers, and provide effective feedback and communication with staff.
- **Engagement of stakeholders:** Provide effective communication with the board, staff, and stakeholders, constructively engage and energize volunteers, board members, committees, partnering organizations, and donors. Strengthen existing partnerships and build new partnerships with educational institutions, nonprofit organizations, the business community, and government entities. Develop, maintain, and support the Board of Directors; serve as ex-officio member of the board and its committees; seek and build board development, and involvement with strategic direction for the organization, its fundraising, and ongoing operations.

**Essential requirements or preferences for this position; at a minimum, you must have:**

- A bachelor's degree or greater.
- Experience in fundraising and development (direct responsibility or involvement preferred).
- 5 years of significant work experience (with a museum, cultural, or not-for-profit entity/agency preferred).

- Demonstrated leadership ability.
- Demonstrated willingness to travel and engage with institutions outside of the Wichita region to support TKAAM's goals and objectives.
- 5 years of supervisory experience (with a museum or not-for-profit entity/agency preferred).
- Demonstrated ability to work independently.
- Demonstrated understanding of and commitment to the values, objectives, and future of TKAAM.
- Enthusiastic attitude and willingness to do what it takes to get the job done.
- Experience with the planning of exhibitions, community or fundraising events, and programming (with a museum or not-for-profit entity/agency preferred).
- A good understanding of the methods and administrative machinery for accomplishing the work of the museum.
- The ability to analyze problems and assess the practical implications of alternative solutions.
- The ability to communicate with others, orally and in writing.
- The capacity to employ the knowledge, skill, and abilities necessary for problem solving.

**In addition to the essential functions of this position, the ideal candidate would have:**

- Experience working to expand fundraising and fee-for-service revenue-generating programming to support existing program operations and special projects including program, capital, endowment, etc.
- Experience guiding and engaging in the identification, cultivation, solicitation, and appreciation of donors across the development spectrum including major gift programs, and annual fund contributors (i.e. direct mail, online, sponsorships, etc.).
- Experience deepening and refining all aspects of communications—from web presence to external relations for the purpose of creating a stronger relationship with outside audiences, including, but not limited to, the general public, individuals, foundations, and businesses.
- Experience in ensuring accurate monthly and annual financial reports and tracking of revenues and expenses.

- Experience in ensuring program tracking reports are maintained including participant numbers and other important metrics related to operating effective programs and services and growing these programs and services.
- Experience in customer service.
- Organized, can multi-task, and comfortable in group settings and one-on-one settings, can communicate effectively, willing to learn and engage in fundraising programs, and has a commitment to the mission and vision of the organization.

### **What We Offer:**

1. Vacation and PTO to be negotiated.
2. Travel and relocation expenses are negotiable.
3. Bonus opportunities are available if candidate meets predetermined annual metrics.
4. Small and intimate work environment.
5. Free Parking.

### **Apply Now**

To apply for this position, please submit the following items in a single PDF document by email to: [info@tkaamuseum.org](mailto:info@tkaamuseum.org) The subject line of the email should include the position title:

1. A cover letter;
2. A chronological resume; and
3. A formal salary request (a salary range is also acceptable)

### **Information to Applicants**

This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable reference and background check, which may be subject to periodic updates. Depending on the volume of applications received, the selection committee may only communicate to those individuals who will be interviewed for the position. Applicants must be United States Citizens or eligible to work in the United States.