

Executive Director

Mission Inn Foundation, Riverside, California

Overview of Executive Director Position

The Board of Trustees of the nonprofit Mission Inn Foundation (MIF) seeks an inspiring and dynamic leader to advance the mission of the foundation. Established in 1976, the Mission Inn Foundation serves to promote, preserve and interpret the history and legacy of the Historic Mission Inn, a National Historic Landmark located in Riverside, California, as well as the cultural heritage of the city and region it calls home.

The Executive Director must have a proven track record of leading a complex, multi-stakeholder organization as well as an understanding of and a sincere passion and commitment for the place of history, preservation and museums in today's society. The Executive Director will promote the organization's visibility, growth and prominence in the city and region. Among the Executive Director's responsibilities will be to evaluate the organization's needs, potential, and priorities, in collaboration with stakeholders, in order to develop and implement a strategic agenda for the next decade including a plan to ensure the sound financial growth of the Mission Inn Foundation.

The Mission Inn Foundation, a 501 (c)(3) nonprofit, is a completely separate entity from the Historic Mission Inn Corporation, with an operating budget in excess of \$600,000.00, a staff of four full-time and several part-time and contracted positions. In addition, there are interns from local universities, 125 active docents, over 25 museum volunteers, and the Foundation's Board of Trustees. The Mission Inn Foundation and Museum hosts 50,000 annual visitors who tour the hotel and grounds as well as the museum with its two annual temporary exhibitions. The Foundation also presents educational programs for adults, school children, and families both on-site and in local schools. Additionally, the MIF produces annual signature fundraisers including the Mission Inn Run and the Frank Miller Civic Achievement Award Gala.

Executive Director Roles and Responsibilities

The Executive Director reports to the Board of Trustees via the President of the Board of Trustees and is an at-will employee.

Visionary/Communicator: Looks to the future to address needs and explores opportunities for positive change. Effectively articulates the mission and purpose of the Foundation and serves as the chief spokesperson and face of the organization.

Manager: Manages the overall daily operations of the organization and delegates areas of responsibilities and oversees staff, volunteers and docents as appropriate. In concert with the Treasurer and President, prepares and recommends an annual budget to the board. Prudently manages resources within budget guidelines, according to current laws and standard accounting practices.

Leader: Forges trusting working relationships with employees, board members, external stakeholders and audiences, influencing them to take actions that moves the organization forward. Collaborates with other arts, historical and cultural organizations, taking a leadership role in regional partnerships.

Decision Maker: Gathers, assesses and analyzes information from various internal and external sources as appropriate to making crucial decisions.

Board Development and Support: Provides guidance and advice to the Board of Trustees on all matters affecting the organization and its performance, especially strategic planning and self-evaluation. Ensures that information and training is provided in a thorough and timely fashion to assist the board with its decision making. With staff support, prepares meeting materials in advance of board and committee meetings. Periodically reviews and updates by-laws, policies and procedures; provides reports to the board as needed. Serves as communication conduit between board and staff members.

Marketing and Development: Oversees a marketing plan including traditional print and electronic tools to ensure that the vision, mission, events, and activities of the organization are communicated clearly and in a timely fashion. Leads fundraising efforts including identifying potential new resources through program sponsorship, grant writing, and donor cultivation.

Community and Public Relations: In connection with the marketing plan, ensures that the organization, its programs and services are consistently presented in a positive light. Communicates effectively and regularly with key stakeholders including hotel management and owners, city officials, and other key organizations.

Program and Event Delivery: Recommends and implements programs and events that reflect and support the mission of the organization. Ensures marketing and promotion efforts are designed to increase visibility and engender audience confidence, respect and support.

Archives and Curatorial Services: Oversees the collections, archival material, acquisitions and preservation activities. Updates related policies. Oversees Museum operations including exhibition development and the Museum store.

Personnel : Effectively manages hiring, evaluation and the work of employees. Regularly reviews personnel policies and maintains awareness of and appropriate application of all state and federal

labor-related laws. Periodically reviews organizational chart with board members to evaluate efficacy and relevancy.

Facilities Management: Ensures a secure, orderly, clean, safe environment with sufficient accommodation for handicapped or disabled employees, volunteers and visitors. Addresses future facility needs for museum, store, offices and storage.

Computer Skills: Ability to utilize appropriate computer technology for the position.

Executive Director Qualifications

Minimum Qualifications:

The Executive Director will have a Bachelor's degree and will come from either the business community, government agency or a non-profit organization such as a museum, institution of higher education or foundation with at least two years of experience at the senior management level.

Preferred Qualifications:

The Executive Director will have an advanced degree and demonstrated successful leadership and management of a nonprofit organization; substantial knowledge of and experience with budgeting and finance; some background in the arts and public history; familiarity with museums and exhibitions; the ability to serve as chief fundraiser and to cultivate new donors; the ability to inspire trust and foster a work environment of cooperation and teamwork; possess outstanding interpersonal communication skills both written and oral, with the ability to develop and sustain relationships with multiple stakeholders; and serve as the public face of the organization with the ability to engender confidence and earn respect.

Compensation :

Compensation will be commensurate with experience.

How to Apply:

Send resume, including references, with a cover letter no later than August 20, 2019.

Email PDF or Word Document: director@missioninnmuseum.org

Hard copies: Mission Inn Foundation and Museum
C/O President of the Board
3696 Main Street
Riverside, CA 92501

About Riverside

Riverside is centrally located approximately 60 miles east of Los Angeles, 60 miles west of Palm Springs and 100 miles north of San Diego. It is the twelfth largest city in Southern California, leading the region known as the Inland Empire in virtually every measure of economic, cultural and political importance. Its location positions it as one of Southern California's major transportation hubs, accessible via Interstate 215, the Riverside 91 freeway and 60 freeways, the BNSF and UPSP railroads, and Metrolink commuter rail system.

Riverside has a diverse population of about 320,000 residents and covers over 98 square miles. Founded in 1870, Riverside's historic core is both charming and urban. Its neighborhoods offer a wide range of diverse residential opportunities from modern estate homes to classic historic craftsman and mission-style bungalows.

Riverside has four colleges and universities with a combined student population of nearly 70,000 students. More than 60 visual and performing arts organizations create a lively and vibrant cultural scene, accurately characterizing Riverside as the City of Arts & Innovation. There are 50 city parks as well with more than 2,500 acres of open space including a wilderness park, three county parks and the California Citrus State Historic Park. The City of Riverside Public Library has eight locations and a new \$40 million downtown Main Library scheduled to open in 2020. Riverside's downtown is home to the Mission Inn, one of only two historic landmark hotels in California. The annual Mission Inn Festival of Lights is one of the largest Christmas lights display in the country.