

Position Description: Executive Director

Job Title:	Executive Director
Organization:	Mission Inn Foundation
Job Location:	Riverside, California
Job Status:	Full Time
Salary:	Commensurate with qualifications/experience
Organization Type:	Not for Profit

Job Description:

The Executive Director will report to the President of the 26-member Mission Inn Foundation's Board of Trustees and provide leadership for the Foundation and the Mission Inn Museum including planning, organizing and directing all operational, administrative, financial disciplines, fundraising and programmatic aspects of the organization. The Mission Inn Foundation, a 501 (c)(3) nonprofit, is a completely separate entity from the privately owned Historic Mission Inn Corporation.

The Executive Director will be expected to study the organization, its needs, potential, and priorities and in concert with staff and the board, develop and implement a strategic agenda for the next decade, including a plan to ensure sound financial growth of the foundation. The Executive Director will promote the foundation's visibility, growth and prominence in the city and region, as well as advance the Museum's collections, exhibitions and educational programs. This creative leader will form effective external relationships with key local community, government, and business leaders, as well as the philanthropic, artistic, historical and educational communities. The ED will develop a comprehensive marketing and advertising campaign to increase and maintain the public's awareness, attendance and participation.

The Executive Director will administer an operating budget in excess of \$675,000, a staff of five full-time and one part-time employees, 11 interns from local universities, 125 active docents, and 26 museum volunteers. The Mission Inn Foundation and Museum hosts over 55,000 visitors annually who tour the hotel grounds and museum. Additionally, the Foundation presents multiple museum exhibits, educational programs for adults and school children, an 18-member Youth Ambassador program, as well as several fundraising events including the Mission Inn Run, a local southern California tradition for the past 40 years.

The Foundation's Museum:

Located at the corner of Main Street and Mission Inn Avenue, the Mission Inn Museum features exhibitions examining the hotel's history and lasting impacts on the Riverside community and beyond. The museum's collection is significant in demonstrating the periods of Mission Inn development from its beginning as an adobe boarding house in 1876 to the present. The museum also presents Frank Miller, the original owner and developer of the Inn, and his family's vital role in the development of Riverside as well as the Mission Inn's place as a center of Riverside civic life for over a century. Consequently, the museum has a broad range of topics to explore in its revolving exhibitions. The Mission Inn Museum is also the starting point for all docent-led Mission Inn tours and features an extensive museum store with one-of-a-kind products from local artists, unique Mission Inn souvenirs, and a wide selection of books on the Mission Inn and local history.

For more information, please visit the museum website www.missioninnmuseum.org.

Required Skills and Principal Responsibilities:

1. Exhibits an initiative and independent judgment while operating within the general policy framework established by the Board of Trustees.
2. Integrity, tact and diplomacy in politically difficult or controversial situations.
3. Designs, establishes and maintains an organizational structure and staffing, within the foundation's adopted budget, to accomplish the organization's goals and objectives; Recruits, employs, trains, supervises and evaluates staff. Delegates areas of responsibility and tasks as appropriate.
4. Establishes and implements long and short-range goals, objectives, policies and operating procedures; monitors and evaluates program effectiveness; effects changes required for improvement.
5. Successful experience administering contemporary not-for-profit fundraising strategies and grant production targeted at individual contributors, corporations, public and other private sources that generate resources and revenue for operating funds and special exhibits.
6. Plans and directs development and communication of information to government agencies, funding agencies, students, community stakeholders (e.g. schools, colleges and universities, tribal organizations and the business community) and the general public. Collaborates with other arts, historical and cultural organizations in the community and region.
7. Develops the annual operating budget, supervises accounting controls and provides accurate financial reports to the Executive Committee and the Board of Trustees. Performs periodic cost and productivity analyses.
8. Provides guidance and advice to the Board of Trustees on all matters affecting the organization and its performance. Ensures that information and training is provided in a thorough and timely fashion to assist the board with its decision making.
9. Directs and oversees the professional management of a broad-based museum collection and archives; directs the research and other related professional activities; coordinates a wide variety of temporary and permanent exhibitions
10. Plans and implements marketing strategies for all foundation and museum activities.
11. Performs other duties as assigned.

Essential Functions:

- Oversees Museum fiscal matters: prepares annual budget and action plans, determines and approves expenditures.
- 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.
- Supervises Museum employees and volunteers.
- Develops and secures funding through grants, donations, planned giving, special events and other formal development activities.
- Educates through tours, public presentations and other opportunities.
- Oversees the collections, archival material, acquisitions and preservation activities. Updates related policies. Supervises Museum operations including exhibition development and the Museum store. Establishes and maintains networks with other historical societies and museums.
- Serves as liaison to local and regional historical groups, community partners, sponsors and as official spokesperson to the media.

- Ensures that best practices in foundation operations and museum collection management are maintained.
- Works with the Board President, the members of the Executive Committee and the members of the Board of Trustees to develop, direct and implement a strategic plan.
- Implements directives from the Board of Trustees; attends board meetings, collects and maintains statistics; prepares and distributes reports.
- Attends workshops, conferences and seminars for professional development.

Minimum Qualifications:

The Executive Director for the Mission Inn Foundation will have a Bachelor's Degree, a Master's degree is preferred. A minimum of five years of increasing responsibility at a museum, with the past three years in a senior leadership position. Demonstrated "bottom line consciousness", proficiency in fundraising.

Compensation and Benefits:

- Salary Range is \$65,000 - \$73,000.
- A selection of health plan options including Kaiser Permanente. *The Foundation covers 50% of the individual employee's premium*
- 401K Retirement Plan
- Accrued Vacation Pay - *2 weeks*
- Accrued Sick Leave - *8 hours accrued/ month*

To Apply:

Applicants for the position of Executive Director should email a letter of application, curriculum vitae, five references, including an immediate supervisor, and three years of salary history to our search consultant:

Mr. Sperry MacNaughton, President
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Candidates selected for consideration will be a subject to a criminal background check. Application review will begin August 11, 2017 and will continue until the position is filled.