

# Zoll, LLC

## Position Description

<b><u>POSITION:</u></b>	Executive Director
<b><u>ORGANIZATION:</u></b>	The Athenaeum of Philadelphia <a href="http://www.philaathenaeum.org">www.philaathenaeum.org</a>
<b><u>REPORTS TO:</u></b>	Robert E. Linck President, Board of Trustees
<b><u>LOCATION:</u></b>	Philadelphia, PA

### THE ORGANIZATION

Founded in 1814, The Athenaeum of Philadelphia is an independent, member-supported library and museum that invites members, scholars and the general public to participate in the cultural intellectual life of Philadelphia and to participate in historical, literary and educational activities. Among its many activities, The Athenaeum provides the Philadelphia region with resources on matters of architecture and design history, particularly for the period of 1800 to 1945.

The Athenaeum building was designed in 1845 by the innovative architect, John Notman. It is one of the first Philadelphia buildings built of brownstone. Plain on the exterior and deceptive in scale, the Athenaeum building contains richly embellished reading rooms with 24-foot ceilings. The museum collection of American fine and decorative arts from the period 1800 to 1850 is available for group or individual tours. The building has been expanded and restored to provide appropriate facilities for the care and exhibition of the collections. The building was declared a National Historic Landmark in 1977.

### THE POSITION

Reporting to the President of the Board of Directors, the Executive Director is responsible for providing strategic direction and leadership to all aspects of The Athenaeum. The Executive Director acts with full authority and responsibility to manage the affairs of The Athenaeum, including development and oversight of all fiscal and programmatic matters, in addition to selection and oversight of the staff.

The Executive Director actively works to partner with the Board of Directors, the staff, membership and community leaders to forge productive professional relationships throughout the community. The Executive Director serves as an ambassador within and around the community seeking to promote The Athenaeum. Additionally, the Executive Director is responsible for securing individual, corporate and foundation financial resources for The Athenaeum, while providing vision and leadership to promote the mission.

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In collaboration with colleagues and members, the Executive Director oversees the development, promotion and implementation of meaningful, comprehensive and attractive program offerings within the administrative and financial capabilities of The Athenaeum. S/he is responsible for evaluating programs to ensure appeal, quality and educational value and impact, while monitoring financial results.

The Board of Directors is comprised of approximately fifteen members. The Board is a governing body that also oversees finance and investment matters, as well as advancing The Athenaeum's mission through committee work.

The Executive Director works closely with the Board, while providing supervision to the 13 full and part time staff, with full oversight of the approximately \$1.3M+ operating budget.

### RESPONSIBILITIES

- Successfully launch and sustain an effective strategy for cultivating new members, resources and funding streams to support the mission of The Athenaeum. Provide oversight for effective stewardship.
- Effectively serve as the primary liaison to the Board of Directors. Communicate with and inspire their continued commitment to the mission. Assist in the identification and cultivation of additional members, as needed.
- Provide leadership to create and evaluate programs and services. Establish effective reporting mechanisms and strategies for the sharing of best practices.
- Serve as an effective and inspiring ambassador for The Athenaeum of Philadelphia. Demonstrate a strong commitment to the mission and champion the collections, membership and the need for high quality programs and services.
- Demonstrate a commitment and willingness to attract and retain high performing staff. Motivate and lead staff and volunteer leadership to efficiently and effectively achieve goals. Provide professional development opportunities and be an effective coach.
- Lead the effort to heighten awareness of The Athenaeum's collections, especially in the digital age, and position those collections to advance the reputation of The Athenaeum. Position the unique qualities of The Athenaeum's collections from its peers.
- Raise The Athenaeum's visibility within the Philadelphia region and beyond. Effectively communicate successful collaborations and promote opportunities for engagement with prospective new members.

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- Prioritize inclusive and effective communication to promote engagement and consideration of new programs and opportunities for additional funding streams. Oversee the full utilization of new and emerging social media.

### QUALIFICATIONS

- Advanced degree is required or near completion of an advanced degree may be acceptable. Supervisory and fiscal management experience is required.
- Exceptional written and verbal skills coupled with the ability to think strategically. Demonstrated presentation skills/experience is required.
- Demonstrated ability and desire to work collaboratively with wide-ranging constituents. Experience working with volunteer leadership, including a sophisticated volunteer Board of Directors.
- Demonstrated interest in arts and architecture and capacity to manage and oversee the archive, library – including rare book collection and circulating library - and museum.
- Capacity to manage and protect the more than 200-year-old institution and the historic landmark building.
- Evidenced ability to cultivate and solicit resources, including but not limited to financial resources and other support.
- Appreciation for and understanding of not-for-profit cultures, ability to effectively collaborate with for-profit and other not-for-profit entities.
- Ability to collect and synthesize information and effectively communicate relevant material to appropriate constituents in a timely and professional manner.
- The successful candidate must be efficient, approachable, and capable of effectively engaging others to participate in meaningful exchanges that produce results.

*The Athenaeum of Philadelphia is an equal opportunity employer.*

**For further information and/or to submit a resume for consideration please contact:**

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