

EXECUTIVE DIRECTOR
Enfield Shaker Museum
Enfield, New Hampshire

The Museum

Founded in 1987, Chosen Vale, Inc. dba Enfield Shaker Museum (ESM) is a small and growing not-for-profit educational institution established to preserve and protect the Shaker heritage in Enfield, New Hampshire by restoring and interpreting the nine original Shaker buildings on site, developing educational exhibits and programs that focus on the Shakers' values and way of life, and utilizing the adjacent 5,200 acres of conservation land to illustrate the Shaker practices of self-sufficiency and sustainability.

Enfield Shaker Museum offers year round opportunities for families and individuals, including a full schedule of events, workshops, lectures, tours, and exhibits. Newly restored space in our historic buildings and innovative programming supports the visitor experience here. We have a robust group of volunteers and demonstrating craftspeople who annually contribute more than 4,500 hours of time to preservation projects, event support, garden maintenance, and board participation. We have 20 overnight guest rooms located in the Great Stone Dwelling, which we make available to our visitors, educational and professional groups, Shaker Forum conference participants, and function guests.

In September 2012, a Preservation Fund was established at Enfield Shaker Museum that has been used for the acquisition, historic preservation, restoration, and/or adaptive reuse of Shaker-era structures, to the very highest standard of quality in both materials and workmanship. Work has begun in the Great Stone Dwelling, Brethren's East and West Shops, the Laundry Building, West Meadow Barn, and the Cow Barn.

The past five years have been years of strength and growth for Enfield Shaker Museum. We have addressed the most compelling issues of structural stability and code compliance in our buildings. We have expanded our program offerings for most constituencies and have developed a four-color printed annual guide to support that effort. We have collaborated with Plymouth State University to undertake an archaeological field school for both credit students and volunteers. We have purchased the last remaining Shaker building not owned by the Museum—the 1854 Cow Barn—and retired the mortgage in twelve months. We have hosted the Enfield Shaker Forum, an annual gathering of Shaker scholars and enthusiasts from Canada to Florida, now in its fifteenth year. We have built the strongest collection of Enfield, NH Shaker furniture and cultural material in any museum. We have a competent and enthusiastic staff, a group of committed volunteers, and a fully engaged Board of Trustees. What we now seek is an energetic, creative, and enthusiastic individual to lead the Museum through its next phase of continued strength and growth.

The Position

Reporting to the Board of Trustees, the Executive Director will be the visionary and operational leader for ESM. The successful candidate will be strategic, goal-oriented, innovative, charismatic, community-oriented, and entrepreneurial. He/she will have a proven record demonstrating strategic thinking, strong management, excellent communication skills, and successful fundraising. He/she will be the public face of ESM and will be the primary liaison between ESM and its individual, corporate and foundation donors. The candidate will have a passion for education, history, preservation, and for the mission of ESM. The ideal candidate will have experience working with and supporting staff and volunteers and a history of successfully leading growth within an organization.

Primary Responsibilities of the Executive Director

- Provide ESM with strategic, collaborative, visionary leadership
- Work together with the Board of Trustees, staff, and volunteers to develop and implement ESM's strategic vision
- Oversee the management of the Museum and its programs, including education, collections, finance, and its buildings and property
- Lead the Museum's fundraising efforts by working closely with the Board, staff, and volunteers to increase contributed and earned income
- Coordinate ESM's historic preservation, educational programming, interpretation and exhibits in both the historic core and adjacent conservation land to continually improve the visitor's experience
- Serve as ESM's spokesperson and represent the Museum locally, regionally, nationally and internationally reaching out to as many new constituencies as possible
- Direct the development of public relations and marketing initiatives
- Manage, mentor, and lead the staff and volunteers

Qualifications

- Bachelor's degree; Masters Degree advantageous. Formal training in history, historic preservation, American Studies, Museum Studies, or Not-for-Profit Management a strong plus
- 3 – 5 years of relevant experience, including business planning, fundraising, budgeting, staffing, and programming. Knowledge of Quick Books is a plus
- Experience in the non-profit sector in a leadership role, preferably at a museum
- Demonstrated success raising funds from diverse funding streams
- Demonstrated entrepreneurial spirit, comfortable with a dynamic and collaborative workplace
- Proven leadership and management of professional staff and volunteers, ability to collaborate and inspire diverse groups of people
- Excellent problem solving and team building skills
- Excellent verbal and written communication skills

Compensation

Salary commensurate with skill and experience

The Application Process

- Cover letter
- Resume
- Answer one of the questions below (1 page or less):
 1. Describe your philosophy of the role of a small, topic-specific history museum in the local, regional, national, and international community.
 2. What in your work experience would assist Enfield Shaker Museum in meeting its objectives as outlined in the first paragraph (above)?
 3. Describe personal successes in fundraising and incremental increases to earned income. Include vision, planning, and execution.

Submit in PDF format to: enfielddirectorsearch@gmail.com (subject line: Executive Director Search)

Deadline: Position is open until filled.

Enfield Shaker Museum is an equal opportunity employer.

Enfield Shaker Museum
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