**Executive Director Ad 2021**

**Background:**

Located along the shores of Muskegon Lake and Lake Michigan, the Lakeshore Museum Center currently operates nine buildings comprised of two history museums, four historic structures, one reproduction structure, and two collection facilities. The community of Muskegon is a medium-sized, mid-west community with a rich history of support for arts, culture, and historic preservation. The staff includes seventeen full-time employees, nine part-time employees, and 135 volunteers. The Museum is a non-profit (501c3) organization and receives 60% of its funding through a county millage.

*The Mission of the Lakeshore Museum Center is to preserve and interpret Muskegon County’s natural & cultural history and to inspire curiosity through interactive exhibits, educational experiences, and creative programs.*

**Job Description:**

The Lakeshore Museum Center is seeking an accomplished leader for the position of Executive Director. The position will report to the Board of Trustees. The Executive Director will have demonstrated strong and effective organizational leadership and administration skills, budgeting and financial oversight abilities, facilities oversight skills, and organizational development expertise. This position will be responsible for planning, directing, and overseeing the work of the Museum, staff, and volunteers; leading successful fundraising campaigns; and maintaining and enhancing the permanent collection, exhibits, and educational programs.

This position offers a generous benefits package, including health insurance, 401 K Profit Sharing, and Match, paid vacation, various paid holidays, and sick leave. Salary is commensurate with experience. Position open until filled.

**Qualifications:**

* Bachelors Degree (Master’s preferred) from a 4-year college or university in a field associated with the Museum’s mission statement
* Minimum of five years experience in managing a similar type of institution with an operating budget of $1.5M+ per year
* Demonstrated experience in managing a full-time staff of 5+ professional-level employees
* Organizational leadership and administration skills
* Skills in facility oversight and organizational development
* Knowledge of best practices for museum, archives, and collections
* Experience with strategic planning, conceptualization, and implementation
* Ability to collaborate in a variety of partnerships and networks on community projects
* Proven track record in broad-based, non-profit fundraising and direct solicitation of $50-$100K annually
* Excellent oral and written communication skills

Send a cover letter and resume to Cheryl@lakeshoremuseum.org. For further information visit [www.lakeshoremuseum.org](http://www.lakeshoremuseum.org). The Museum is an EOE.