



## ELLA SHARP MUSEUM ASSOCIATION EXECUTIVE DIRECTOR POSTING

The Board of Directors of the Ella Sharp Museum is seeking an Executive Director to begin work on or before September 13, 2021. Tony Hollow and Linda Brian, of Executive Search and Coaching are assisting the Board of Directors with this search.

### **About the Museum**

Ella Sharp left an amazing legacy in 1912 when she willed her farm and land to the City of Jackson to create a park and museum. In 1965 it became the Ella Sharp Museum. Renovations from the Jackson Junior Welfare League (JJWL) converted Ella's house from living space to a thriving community museum. Today the museum operates 11 buildings on six acres. The Hadwin Center connects seven galleries featuring changing art, science and history exhibits of Jackson history, wildlife art and a beautiful clock collection. Tours of Ella's farmhouse and family friendly shows at the Hurst Planetarium are also part of the museum's public offerings. The Ella Sharp Museum is an independent, nonprofit and interdisciplinary public museum, fully accredited museum with a staff of 13.

### **Mission**

The mission of the Ella Sharp Museum is to provide opportunities for everyone to explore, engage in, and enjoy the history and the arts.

### **Vision**

The Ella Sharp Museum will be recognized as the leading community resource preserving Jackson history, presenting local history and the arts to inspire continuous learning, and inspiring an engaged public to carry Jackson's past and a culture of creativity into the future.

### **Values**

**Education.** The Museum creates meaningful learning centered, challenging, and thought-provoking educational experiences for people of all ages through the utilization of history and art expositions.

**Community Focus.** The Museum is welcoming and accessible. It honors the diversity of its community by providing exhibits and programs that represent the range of experiences and perspectives within the community and the society.



**Stewardship.** The Museum upholds the highest standards of ethics, honesty, effectiveness, and accountability. It is efficient in its operations, holding material and financial resources for the benefit of the community.

**Innovation.** The Museum encourages creativity and freedom to explore, in both its public programs and its internal operations.

**Inspiration.** The Museum impacts lives by being an exciting, adaptable, and uplifting place to work and to visit. Mutual respect and support are hallmarks of its environment.

### **Selection Criteria**

- Minimum of five years successful lead experience in a nonprofit or for-profit organization.
- Demonstrates successful experience in fundraising, program development, organizational growth, strategic planning, and working effectively with a Board of Directors.
- Demonstrates strong leadership skills in their previous employment.
- Is a charismatic, relationship-oriented candidate with connections, or ability to quickly create connections, in the community that will promote the goals and mission of Ella.
- Has experience in budget planning, development and execution of a budget working collaboratively with staff and Board of Directors.
- Has high ethical standards including: integrity, transparency, accountability, respect, flexibility, responsibility, openness, and honesty
- Is committed to diversity and equity and treats all people with respect and dignity.
- Is a skilled communicator within the organization and has the ability to communicate the mission and vision of the Ella Sharp Museum in the Jackson/Southern Michigan area and successfully able to recruit volunteers and expansion of services to individuals in our area.
- Is able to recruit, develop and retain an effective team focused on the mission of the Ella Sharp Museum.
- Is a data-driven, research-based decision maker with a positive focus on what we can do as an organization.

### **Salary and Contract Information**

Salary dependent on qualifications, \$70,000 - \$80,000 annually with benefits. This position does require some evening and weekend work. All candidates interviewed will have background checks and references reviewed.



## **Application Procedure**

Additional information about the Ella Sharp Museum is available at [www.ellasharpmuseum.org](http://www.ellasharpmuseum.org).

Qualified applicants may apply by sending current resume, cover letter and four individuals that we may contact for reference checks. Please include name, email and cell phone information. All information should be sent to [Linda.brian50@gmail.com](mailto:Linda.brian50@gmail.com).

Completed applications must be received by 5:00 August 9, 2021. No "hard copies, "or fax copies will be accepted. If requested by the candidate, materials will be treated confidentially through the screening process. Candidate names will become public at the time an interview is scheduled.

Questions can be directed to Tony Hollow at [thollow@bbbsjackson.org](mailto:thollow@bbbsjackson.org) or Linda Brian at (517) 812-7327.

## **Search Timeline**

JUNE 4, 2021	Job is posted
AUGUST 9, 2021	Deadline for applying for position
Week of AUGUST 12, 2021	Board will review and select candidates
Week of AUGUST 23, 2021	First Round Interviews
SEPTEMBER 8,9, 2021	Second Round Interviews
Week of SEPTEMBER 13, 2021	New Executive Director Announced
Start Date	TBD