



### **Executive Director -- Gilmore Car Museum**

*Applications will be accepted until August 1, 2016*

To be considered for this opportunity, please submit a resume along with salary requirements to: [GilmoreCarMuseum@welshandassociates.net](mailto:GilmoreCarMuseum@welshandassociates.net). The Gilmore Car Museum is a public, 501(c) 3 non-profit educational institution and is an Equal Employment Opportunity institution.

### **Our Mission Statement**

The Mission of the Gilmore Car Museum is to collect, preserve, exhibit, and interpret the history of transportation in America; to connect people with the heritage and social impact of the automobile; and to provide an understanding of the past, embrace the present, and imagine the future.

### **The Nation's Largest Auto Museum, 50 Years in the Making**

The Gilmore Car Museum started in the early 1960s when Donald S. Gilmore began collecting vintage automobiles. Some of the first vehicles in his collection included 1927 Ford Model T, a 1913 Rolls Royce, and a 1920 Pierce Arrow. Restoring that classic Pierce-Arrow at his home on nearby Gull Lake ignited a passion. Over the years that followed Donald continued collecting some of the world's most renowned automobiles. To accommodate his collection he acquired 90 acres of land in southwestern Michigan in a small town known as Hickory Corners. It was his wife Genevieve who had the idea of turning the collection into a museum, providing future generations access to Donald's one-of-a-kind collection. They established a non-profit foundation and opened the museum to the public for the first time on Sunday, July 31, 1966. Today, the Gilmore Car Museum is North America's largest auto museum in North America with nearly 400 vehicles on display and over 189,000 square feet of exhibit space. The Museum's 90-acre Historic Campus features numerous vintage structures including a restored and fully-functioning 1941 Silk City Diner, a recreated 1930s Shell Station, six onsite Partner Museums, and more. Donald Gilmore passed away in 1979, and Mrs. Gilmore in 1990, but the legacy they began continues to grow. The Museum is a founding member of the National Association of Automobile Museums, a member of the World Forum of Motor Museums, the Michigan Association of Museums, and the American Association of Museums.

### **Scope of the Operation**

- Car Collection of nearly 400 vehicles
- Annual museum membership of 1,150
- Admissions of over 100,000 guests annually
- Total employees range from 14-50
- Total volunteers exceed 100
- Operations Budget of \$1.7 million annually



The Executive Director is the Chief Executive Officer of The Gilmore Car Museum. Reporting to the Board of Directors, the Executive Director is responsible for the organization's consistent achievement of its mission and financial objectives.

Externally, the Executive Director interacts with partner Museums' Senior Management, outside vendors, critical donors, and influential community leaders and donors. The Executive Director must understand and uphold the Mission Statement of the Gilmore Car Museum related to all internal and external interactions and will represent the Gilmore Car Museum to the public.

### **Responsibilities of the Executive Director**

#### Organizational Leadership

- Provides leadership and participates with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Act as a professional advisor to the Board of Directors on all aspects of the organization's activities. Identifies, assesses and informs the Board of internal and external issues that affect the organization.
- Provides strategic planning and vision development to create achievable long range planning.
- Provide support to the Board by preparing meeting agenda and supporting materials.

#### Operations

- Ensures the operation of the organization meets the expectations of its visitors, Board and Funders. Maintains professional and ethical standards.
- Draft policies for the approval of the Board and ensures procedures are in place to implement the organizational policies. Reviews existing policies on an annual basis and recommends changes to the Board, as appropriate.
- Ensures personnel, client, donor and volunteer files are securely stored and privacy / confidentiality is maintained
- Provides leadership for the development and project management of Museum infrastructure maintenance and enhancements approved by the Board.
- Ensures special events and programming outside the Mission of the Museum to ensure events to not jeopardize and/or interfere with Museum operations.

#### Programming

- Oversees the planning, implementation and evaluation of the organization's programs and services.



- Oversees the planning, implementation, execution and evaluation of permanent and special exhibits.
- Ensures robust public and educational programming is available. This includes the development of interpretive and educational programming associated with the collections.

#### Collections

- Provides and oversees the Collections Management and Record Keeping Policies.
- Provides for the security, preservation, and accurate documentation and interpretation of all collections.
- Sets direction for Registrar including the Museum's Historic Preservation Policy and Guidelines, record keeping, loans and gifts.
- Participates in Collections Development Planning Committee.

#### Human Resources

- Determine staffing requirements for organizational management.
- Maintain staff morale and productivity across all departments. Ensure employees have a positive, healthy and safe work environment in accordance with regulations.
- Provides for human resource policies, procedures and practices are in place and communicated appropriately.
- Provide for coaching, mentoring and development opportunities for all staff.
- Provide for the selection and hiring of appropriate staffing to meet the technical and personal abilities to successfully further the organization's Mission.
- Implement performance management process including annual performance reviews.
- Provide for appropriate salary administration including annual salary reviews.

#### Finance

- Oversee the annual operating budget preparation for Finance Committee review and Board approval.
- Ensure appropriate financial controls and reporting systems are in place. Provide for financial reporting to board on a regular basis.
- Collaborate with the Director, External Affairs to raise funds for operations and endowment.
- Works along with the Board of Directors to ensure the Museum's financial sustainability through planning, staffing, budgeting, forecasting, and performance evaluation.

#### Community Relationships / Advocacy

- Enhance and maintain the relationships with Museum partners.
- Builds partnerships and collaborations with other institutions and the community.



- Provides for Public relations, marketing and communications initiative to raise the Gilmore Museum's visibility throughout the region and nation.

#### Risk Management

- Identify and evaluate the risks to the organization's people, property, finances, goodwill and image. Implement measures to control risks.
- Ensures the Board of Directors and the organization carries appropriate and adequate insurance coverage and understand the terms, conditions and limitations of the coverage.
- Ensure that the Board and staff Provides for security oversight of collections, building and grounds.
- Maintain a current emergency plan for the Museum and collections.

#### **Position Requirements**

Necessary Skill and Experience: Knowledge of leadership and management principles and how they relate to non-profit and voluntary organizations is required. Incumbent must also be knowledgeable of all federal and provincial legislation applicable to voluntary sector organizations including: employment standards, human rights, occupational health and safety, charities, taxation, health coverage, etc. The Executive Director must be able to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization. The incumbent must be a creative individual to collaborate in the development of new exhibits and Museum programs. Incumbent must understand ethical business practices and behavior and demonstrate them at all times. Ability to clearly and professionally speak, listen and write is required. Incumbent must be able to positively influence others to achieve results that are in the best interest of the organization. In addition, the Executive Director must be able to think and act strategically and solve problems through skilled delegation. Incumbent will have strong understanding of Microsoft Office Suite (Word, Excel, and PowerPoint). Non-profit background including volunteer experience and community involvement is considered a plus but not required.

Education: A Bachelor's Degree in Business, Finance, Museum Studies, Design or similar field is required. A Master's Degree in Business, Museum Studies, Design or similar field is preferred.

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