

Position Available: Executive Director

Museum Overview: The Pacific Northwest Quilt & Fiber Arts Museum celebrates the past, present and future of quilting and fiber art. The exhibits are carefully curated to offer a comprehensive view of the art forms, from traditional patchwork quilts to intricate fiber sculptures. In addition to historical and cross-cultural exhibits, the museum offers a center for education and community engagement through workshops, lectures, and our annual International Quilt and Fiber Arts Festival.

Position Overview:

The Executive Director will play a pivotal role in the success and sustainability of the Pacific Northwest Quilt & Fiber Arts Museum (PNWQFAM). This multifaceted leadership position requires an individual with a strong nonprofit administrative background, exceptional fundraising skills, and a keen ability to develop and implement engaging programs. The successful candidate will be responsible for overseeing day-to-day operations, program development, community engagement, and securing the financial resources necessary for the museum's growth. This position partners with and reports to the Board of Directors.

Primary Responsibilities:

1. Administrative Oversight:

- Provide overall leadership and direction for museum operations including oversight or execution of day-to-day administrative tasks.
- Manage and supervise staff, volunteers, and interns.
- Ensure compliance with all relevant regulations and reporting requirements.
- Collaborate with the board of directors to create strategic plan, and develop and implement policies, resulting in effective internal procedures.

2. Fundraising and Development:

- Develop and execute a comprehensive fundraising strategy, including grant writing, donor cultivation, and special events.
- Cultivate and maintain relationships with donors, sponsors, and community partners.
- Identify and pursue new funding opportunities to support the museum's mission and projects.
- Plan and execute fundraising events to generate revenue and increase the museum's visibility.
- Maintain and expand membership programs.

3. Financial Management:

- Develop and manage the annual budget in collaboration with the Board of Directors.
- Ensure financial sustainability through prudent fiscal management and cost-effective operations.
- Monitor financial performance and provide regular reports to the Board.

4. Program Development:

- Collaborate with staff and stakeholders to develop and implement engaging exhibitions, events, and educational programs that align with the museum's mission and attracts diverse audiences.
- Collaborate with educational institutions, community organizations, and other stakeholders to enhance program offerings.
- Evaluate the effectiveness of programs and make data-driven decisions for continuous improvement.

5. Community Engagement:

- Build and maintain positive relationships with the local community, cultural organizations, and relevant stakeholders.
- Represent the museum at community events, meetings, and conferences.
- Develop and implement strategies to increase the museum's visibility and relevance in the regional, national, and international fiber arts communities.
- Evaluate and implement technology tools and web-based applications to develop new or improved forms of communication and increase efficiency, including website content and social media.

Qualifications:

- Bachelor's degree in arts administration, nonprofit management, or a related field (Master's degree preferred).
- Proven experience in nonprofit leadership, preferably in a museum or cultural institution.
- Demonstrated success in fundraising, grant writing, and donor relations.
- Strong organizational and administrative skills, with the ability to manage multiple priorities effectively.
- Financial acumen, with the ability to generate and understand nonprofit financial reports.
- Excellent communication and interpersonal skills, with the ability to build and maintain positive relationships.
- Creativity and vision for developing engaging and impactful museum programs.
- Familiarity with museum best practices and a commitment to preserving cultural heritage.
- Passion for the arts and commitment to the museum's mission.

Physical:

- Must be able to go up and down flights of stairs on a regular basis. Office is on 2nd floor and there is no elevator.
- Must be able to comfortably lift up to 25 pounds.

Travel:

- As needed, occasionally, for special events, industry meetings, and donor requests.

Ability to commute/relocate:

703 S, 2nd Street, La Conner, WA

Reliably commute or planning to relocate before starting work (Required)

Work Location/Hours

In-person, Monday-Friday with occasionally evening and weekends required.

Job Type: Full-time

Annual Salary: \$52,744 – \$67,725 DOE. Paid selected Holidays, Personal Time Off and Vacation

How to Apply:

Interested candidates should submit a resume, a cover letter describing your interest in this specific position, and three professional references to hr@qfamuseum.org or mail to Search Committee, PO Box 1270, La Conner, WA 98257. Submit all online documents in .pdf format. The application process will remain open until successful hire. The Pacific Northwest Quilt & Fiber Arts Museum is an equal opportunity employer and encourages individuals from diverse backgrounds to apply.