

1 **CHARLES ALLIS and VILLA TERRACE ART MUSEUMS**

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3 **TITLE: Executive Director**

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5 **REPORTS TO: Board of Directors**

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7 **Job Purpose:** The Executive Director is the key management leader of two house museums, the Charles
8 Allis Art Museum and the Villa Terrace Decorative Arts Museums (CAVT). This position is responsible for
9 overseeing the administration, programs and strategic plan of the organization. Other key duties include
10 managing facility operations, fundraising, marketing, and community outreach. The position reports
11 directly to the Board of Directors.

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13 **About Milwaukee’s Charles Allis and Villa Terrace Art Museums:** Both museums, supported by a
14 \$1million annual budget, are situated on Milwaukee’s lower and upper east sides, and operate within
15 historic homes bequeathed to Milwaukee County. The Charles Allis Art Museum, designed by Alexander
16 Eschweiler, contains a vast and significant collection of art with paintings from Europe and America, and
17 ceramics from Asia. The Villa Terrace Decorative Arts Museum, designed by David Adler, houses a
18 showcase of metalworks by Milwaukee ironsmith Cyril Colnik, as well as a small group of Smith Family
19 furniture and artifacts, and an eclectic decorative arts collection. Further information about the
20 Museums may be found here: <http://www.cavtmuseums.org/>

21 **GENERAL RESPONSIBILITIES**

- 22 1. **Board Governance:** Works with the Board in order to fulfill the organization mission.
- 23 • Responsible for leading CAVT in a manner that supports and guides the organization’s mission as
 - 24 defined by the Board of Directors.
 - 25 • Responsible for communicating effectively with the Board and providing, in a timely and
 - 26 accurate manner, all information necessary for the Board to function properly and to make
 - 27 informed decisions.
- 28 2. **Financial Performance and Viability:** Develops resources sufficient to ensure the financial health of
- 29 the organization.
- 30 • Responsible for the fiscal integrity of CAVT, to include submission to the Board of a proposed
 - 31 annual budget and monthly financial statements, which accurately reflect the financial condition
 - 32 of the organization.
 - 33 • Responsible for fiscal management that generally anticipates operating within the approved
 - 34 budget, ensures maximum resource utilization, and maintenance of the organization in a
 - 35 positive financial position.
- 36 3. **Organization Mission and Strategy:** Works with the Board and staff to ensure that the mission is
- 37 fulfilled through programs, strategic planning and community outreach.
- 38 • Responsible for implementation of CAVT’s exhibition schedule, programming and events that
 - 39 carry out the organization’s mission.
 - 40 • Responsible for forward-planning to ensure that CAVT can successfully fulfill its Mission into the
 - 41 future.
 - 42 • Provide leadership to CAVT’s curatorial staff to establish policy and best practices that maintains
 - 43 and protect the art collections of both museums.
 - 44 • Responsible for the enhancement of CAVT’s image by being active and visible in the community
 - 45 and by working closely with other professional, civic and private organizations.

- 46 • Maintain a positive collaboration and mutually-beneficial relationship with the two “Friends”
- 47 groups supporting CAVT: Friends of Charles Allis (FOCA) and Friends of Villa Terrace (FOVT).
- 48 4. **Fundraising**
- 49 • Responsible for fundraising and developing other revenues necessary to support CAVT’s
- 50 mission, to include developing and administering an annual fundraising plan that ensures that
- 51 the organization’s private, government, membership, event, and event rental funding goals are
- 52 met.
- 53 • Cultivate relationships with future funders to ensure long term financial viability.
- 54 5. **Community Relations**
- 55 • Lead in the development of positive relations with potential collaborators and partners to help
- 56 advance the mission and core objectives of Milwaukee’s arts and culture community.
- 57 6. **Organization Operations:** Oversees and implements appropriate resources to ensure that the
- 58 operations of the organization are appropriate.
- 59 • Responsible for the hiring and retention of competent, qualified staff.
- 60 • Responsible effective administration of CAVT’s operations, including all aspects related to facility
- 61 management.
- 62 • Responsible for signing all notes, agreements, and other instruments made and entered into and
- 63 on behalf of the organization.
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65 **Job Responsibilities**

- 66 1. Report to and work closely with the Board of Directors to seek their involvement in policy
- 67 decisions, fundraising and to increase the overall visibility of the organization.
- 68 2. Supervise, collaborate with organization staff.
- 69 3. Strategic planning and implementation.
- 70 4. Planning and operation of annual budget.
- 71 5. Complete all finance-related functions (receivables, payables and payroll) in conjunction with
- 72 the organization’s accounting and auditing firms.
- 73 6. Serve as CAVT’s primary spokesperson to the organization’s constituents, the media and the
- 74 general public.
- 75 7. Establish and maintain relationships with various organizations and utilize those relationships to
- 76 strategically enhance CAVT’s Mission.
- 77 8. Engage in fundraising and developing other revenues.
- 78 9. Develop, present and advocate for annual operating and capital improvement budgets to
- 79 Milwaukee County
- 80 10. Oversee marketing and other communications efforts.
- 81 11. Oversee organization Board and committee meetings.
- 82 12. Establishing employment and administrative policies and procedures for all functions and for
- 83 the day-to-day operation of the nonprofit.
- 84 13. Review and approve contracts for services.
- 85 14. Other duties as assigned by the Board of Directors.
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87 **Professional Qualifications Needed**

- 88 • A bachelor’s degree.
- 89 • Transparent and high integrity leadership.
- 90 • Five or more years of senior nonprofit management experience. Experience in managing a
- 91 house museum is important but not mandatory.
- 92 • Experience and skill in working with a Board of Directors.

- 93 • High level strategic thinking and planning. Ability to envision and convey the organization’s
- 94 strategic future to the staff, the Board, volunteers and donors.
- 95 • Ability to effectively communicate the organization’s mission to donors, volunteers and the
- 96 overall community.
- 97 • Demonstrated ability to oversee and collaborate with staff.
- 98 • A history of successfully generating new revenue streams and improving financial results.
- 99 • Active fundraising experience. Excellent donor relations skills and understanding of the funding
- 100 community.
- 101 • Previous success in establishing relationships with individuals and organizations of influence
- 102 including funders, partner agencies and volunteers.
- 103 • Solid organizational abilities, including planning, delegating, program development and task
- 104 facilitation.
- 105 • Strong financial management skills, including budget preparation, analysis, decision making and
- 106 reporting.
- 107 • Strong written and oral communication skills.
- 108 • Strong public speaking ability.
- 109 • Strong work ethic with a high degree of energy.

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111 The CAVT Board of Directors and senior leadership staff look toward and support bold exhibition and
112 programming choices that reflect upon and draw attention to critical issues in our society, including
113 racial inequities, gender discrimination, and LGBTQIA+ equality. We welcome applications from people
114 who identify as members of marginalized groups, including Black, Indigenous, Hispanic, and LGBTQIA+
115 people.

116 *While performing the job, the Executive Director is regularly required to talk or hear, sit, stand, and walk.*
117 *The employee is required to access areas in a historic house museum that are only accessible by stairs,*
118 *use hands to finger, handle or touch objects, tools or controls. The employee is occasionally required to*
119 *stoop, kneel, and crouch and be able to reach above and below shoulder height.*

120 **Work environment:** Work conditions are normal for an office environment. Work requires evening and
121 weekend hours for critical deadlines, events and meetings as necessary.

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123 **Salary Range:** Commensurate with Qualifications and Experience.

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125 **Benefits:** Medical, dental and vision insurance, and paid time off.

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127 *Please reply to this post in care of Michael A. West, Chair, CAVT Board of Directors, at*
128 *michaelawest@cavtmuseums.org, not later than 5 p.m. CST, February 4, 2022.*

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130 Prepared by
131 Michael A. West, Chair
132 CAVT Search Committee and CAVT Board
133 December 31, 2021, and as amended and approved by the CAVT Search Committee on January 3, 2022.

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