

## Position Description – Chief Executive Officer

### **POSITION SUMMARY:**

The Branch Museum of Architecture and Design (The Branch) seeks a Chief Executive Officer to lead The Branch through a period of strategic growth and the development of new opportunities. The Chief Executive Officer will be an inspiring leader responsible for creatively directing all aspects of the organization. The Branch is a not-for-profit museum that presents opportunities for diverse communities to explore design in all its forms. The museum owns the historic Branch House, a John Russell Pope designed house on Richmond's Monument Avenue. This unique setting inspires the exploration of design, creates connections, strengthens communities, and transforms the world we share for the better.

### **RESPONSIBILITIES:**

The Chief Executive Officer will report to The Branch's Board of Trustees through its Board Chair, and will assume responsibilities that include:

#### ***Governance:***

- Serving as a voting member of The Branch Board of Trustees;
- Working closely with The Branch's Trustee Chair, and acting as liaison to the Executive Committee, Advisory Council, Finance Committee, as well as other established committees, subcommittees, and potential task forces;
- Creating and nurturing a culture of transparency and communication throughout the organization; and
- Ensuring that staff members are aligned with The Branch's mission and vision and are working together to successfully achieve shared strategic goals.

#### ***Strategic Leadership:***

- Developing an inspiring vision for The Branch that identifies new opportunities for diverse community participation and collaboration in exploring in depth all aspects of design in our community and the wider world;
- Developing and implementing a strategic plan to guide the organization in ways that meet the program and business goals of The Branch as a regional museum of design and architecture;
- Leading a capable team in managing the Museum and the Branch House's sustaining business functions;
- Developing and maintaining positive relationships with key stakeholders;
- Serving as liaison to Branch House Associates and Branch House, Inc., thereby overseeing the ongoing preservation and restoration of the architectural treasure that is the Branch House;
- Proactively addressing challenges in the internal and external environment to protect the interests of The Branch; and
- Developing and maintaining meaningful, effective, and mutually-beneficial relationships with relevant organizations, businesses, neighbors, community members and Branch family members.

***Fund Development:***

- Securing funding from diverse sources to support the museum's programmatic and physical presence while meeting the ongoing needs of the historic house; and
- Working with the Board of Trustees, all fundraising committees and task forces, the staff team and fundraising consultants retained to maintain, strengthen and diversify the funding base. ensuring the sustainability and resilience of the Organization.

***Financial Administration:***

- Overseeing development of all financial and operational plans in accordance with The Branch's financial policies;
- Directing the development and implementation of the organization's annual budget, reporting monthly to the Finance Committee and Board of Trustees; and
- Directing the development and implementation of all internal budgets, including programmatic, fundraising, and building projects, monitoring progress and changes related to these budgets.

***Program Supervision:***

- Working through the Director of Operations and the Museum Educator, to oversee the development and execution of exhibitions, educational programs and related projects and initiatives that effectively advance the mission and vision of the Organization.

***Facility Oversight:***

- Overseeing matters relating to the Branch House and its facilities management and historic preservation, including repairs, restoration, and conservation; and
- Providing oversight on all business matters for the Branch House including tenant management, third party rentals, zoning compliance, neighborhood relationships, facility management, and historic preservation.

**DESIRED CAPABILITIES AND EXPERIENCE:**

The ideal candidate will have a proven track record of success in leadership positions in museums, nonprofit organizations, historic preservation, design or related fields and will have:

- Demonstrated ability to develop and implement successful fundraising development plans, including capital campaigns and relationship development;
- Previous experience in a senior leadership role with financial responsibilities; an understanding of financial strategies and finance-related performance metrics;
- Ability to efficiently handle multiple priorities in a fast-paced environment with attention to detail;
- Excellent interpersonal skills with the ability to interact effectively with diverse communities and function as the primary ambassador for The Branch;
- Strong verbal and written communication skills; and
- Demonstrated leader with strategic thinking skills, a positive attitude, enthusiasm and organizational dedication.

**DIVERSITY, EQUITY AND INCLUSION:** The Branch is committed to act affirmatively to ensure diversity and equality in its programs, staff development and hiring.