



## C.M. RUSSELL MUSEUM

400 13th Street North Great Falls, Montana 59401

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[www.cmrussell.org](http://www.cmrussell.org)

### POSITION DESCRIPTION AND CANDIDATE QUALIFICATIONS

*The mission of the C. M. Russell Museum is to collect, preserve, research, interpret, and educate on the art and life of Charles M. Russell; the art and lives of his contemporaries; and the art of preceding and ensuing generations that depicts and focuses on the culture, life, and country of Russell's West.*

#### **Executive Director, C. M. Russell Museum Great Falls, Montana**

The C. M. Russell Museum is seeking qualified candidates for Executive Director. (ED)

#### **Overview**

The first Museum of western art in the United States, the C. M. Russell Museum (Museum) complex has grown substantially in prestige and is now considered one of the premiere western art organizations in the U. S. This growth has occurred over the past eighty-six years with passionate support from residents of Montana and from patrons and collectors across the United States and around the world. Today, the C. M. Russell Museum Complex spans an entire city block and encompasses 65,000 square feet of exhibition galleries and educational programming spaces. The Museum complex includes the Russells' original home and the iconic log cabin studio, both National Historic Landmarks. The Museum also features the Frederic G. Renner Archives and Research Library, the Candace and Jim Fish, Sr., Discovery Gallery, and the Charlie Russell Riders' Outdoor Sculpture Garden.

The Museum hosts over 35,000 visitors annually from all fifty states, the District of Columbia, U.S. Virgin Islands and 19 countries. C.M. Russell Museum Board of Directors is comprised of prominent leaders from around the country. The Museum has a full-time equivalent of thirty staff members, over 200 active volunteers, and an operating budget of just over \$2M.

In March of each year the Museum hosts a three-day event, *The Russell Exhibition and Sale* which is its signature fundraising event. Patrons attend from around the country and interact with artists, collectors and others that relish western art, heritage and culture. This event expands the Museum's brand and mission nationally and internationally.

Individuals interested in applying for the Executive Director position should read the Museum's website: <http://www.cmrussell.org> for complete information about the Museum and its activities.

## **Position Description**

The C. M. Russell Museum has a national reputation for excellence. It is the cultural gem in the world of western art, history and education. Charlie Russell's values and character translate into themes that are still relevant in today's world. With members and patrons from across the country, the Museum is well positioned for growth. Years of development and recruitment have resulted in a mature and talented board and staff. As a result, the foundation is in place to support a leader, with great vision and expertise, to continue to significantly expand the Museum's programs and exhibitions.

The Executive Director is expected to be an accomplished professional and a creative and transformative leader. He or she must be a skilled collaborator, with proven expertise in fundraising and major gift development. The ED should be an effective administrator of operations and able to manage a committed and professional staff. In tandem with the board, the ED will execute a vision and strategy for increasing the visibility and impact of the Museum throughout the nation, resulting in a significant growth in assets. The ED should have an interest and passion for the art of Charlie Russell and the work done by the C. M. Russell Museum. The Executive Director is expected to have a thorough understanding of the purpose, intent, mission, and value of museum programming and non-profit operations.

The Executive Director leads, directs, and coordinates the activities of the Museum in accordance with the policies, goals, and objectives established by the Board of Directors and articulated through its strategic plan.

### **Key Relationships**

Reports to: Board of Directors

Direct reports: Chief Financial Officer  
Senior Director of External Relations  
Collections and Exhibitions Director  
Senior Art Coordinator

Exempt/Nonexempt Status: Exempt

### **Major Responsibilities**

- Grow the assets of the Museum through donor engagement, seeking creative opportunities for growth throughout the US.
- Conduct the planning for and participate in a capital campaign planned for 2017-2019.
- Direct, lead and develop the staff to achieve the Museum's mission and vision.
- Ensure that the financial reporting and budgetary control systems are rigorous and are in line with the strategic plan.
- Working in partnership with the Board, expand and manage the Museum's relationships with its donors, professional advisors, affiliates, community leaders and other western cultural centers.
- Serve as a credible and well-respected spokesperson and advocate of the Museum before regional, statewide and national audiences.

- Provide the Board with organizational information and guidance as needed for its governance responsibilities.
- Understand the political environment in Montana, and possess demonstrated talent to work on public policy affecting the Museum.

## **CANDIDATE SPECIFICATION: KEY SELECTION CRITERIA**

### **Ideal Experience**

- Experience in leading and managing a complex nonprofit entity, a comparable for-profit entity, or department of a larger business required, with strong skills in managing and aligning operations, revenue production and ability to meet strategic objectives.
- Experience in planning and executing a major fundraising campaign including donor identification, education, solicitation
- A bachelor's degree is required and consideration will be given for a combination of professional and life experience, which will enable the applicant to be a leader in the western art and museum communities; an advanced degree in a relevant field (non-profit management, business, legal or related discipline) is desirable.
- Talented team leader who has demonstrated her/his ability to manage multiple staff members, create a positive, encouraging workplace and strengthen and develop staff career progression.
- Provide direction to the curatorial and exhibitions staff to instill exhibitions with the mission of the Museum while attracting new audiences, donors and sponsors.
- A skilled, communicator with exceptional verbal and writing skills.
- Experience overseeing major fundraising events involving multiple venues, audiences and budgets.
- Proven experience working with a large and diverse Board of Directors to develop and implementing strategic plans.

### **Other Duties**

- At the direction of the Board, perform other duties as assigned for the benefit of the organization.

### **Other Requirements**

#### **Physical Demands and Working Conditions**

- Able to work in a variety of settings.
- Willing to occasionally work long and irregular hours.
- Some travel nationally to support Museum programs and donor solicitation.
- Ability to maintain composure and service to constituents while managing multiple deadlines or working with challenging personalities.
- Able to operate a vehicle for work-related travel. (with mileage reimbursement or rental car, as needed)

- Involves physical demands associated with working at a computer, communicating over the phone, and light lifting.

**Computer Experience**

- Proficient with typical business software applications (e.g. Microsoft Word, Excel, and Power Point);
- Working knowledge of financial and donor databases.

**Confidentiality**

- Must maintain strict confidentiality of the Museum's operations, donor contacts, donor gifts and other sensitive information.

**Instructions for application:**

Candidates will be expected to provide a hard copy resume and detailed cover letter expressing how their experience may benefit the Foundation as a whole.

**Applications are to be submitted to:**

C. M. Russell Museum  
Search Committee  
c/o Justin Campos  
400 13<sup>th</sup> Street North  
Great Falls, Montana 59401

Applications may also be sent electronically to [jcampos@cmrussell.org](mailto:jcampos@cmrussell.org)

This position is open until filled. Screening begins November 7, 2016