

Executive Director

Quincy Art Center



Job Summary

The Executive Director of the Quincy Art Center is responsible for providing visionary leadership, strategic direction, and effective management of all aspects of the museum's operations in accordance with the strategic plan outlined by the board of directors. This position is critical for the continued growth, success, and sustainability of the museum and its mission to connect people to the power of art by creating opportunities to experience, make, and share art. The Executive Director reports directly to the Board of Directors.

About the Quincy Art Center

The Quincy Art Center is a 100 year old 501(c)3 nonprofit governed by a Board of Directors, a small team of professional staff, and dedicated volunteers. The mission is to connect people to the power of art by creating opportunities to experience, make, and share art. The Quincy Art Center is committed to diversity, equity, accessibility, and inclusion and aligning to American Alliance of Museums best practices. The current strategic goals are to position the Art Center as a regional destination for curated visual art exhibitions, enrich our community through visual art education, and expand the impact and engagement of visual arts in our community.

Key Responsibilities

Strategic Leadership

- Develop and execute the vision for the museum in alignment with its mission and goals by providing leadership and program planning, forming a strong partnership with the board of directors and every committee, guiding all activities related to the design, construction and use of the site and facility.
- Demonstrate collaborative leadership with the staff and board.

Financial Management

- Manage the museum's budget, ensuring financial sustainability through sound fiscal practices, fundraising, and revenue generation.
- Seek out and secure grants, sponsorships, and donations to support the museum's activities and exhibitions.

Fundraising and Development

- Create and lead fundraising initiatives, including donor cultivation and stewardship, membership drives, and capital campaigns.
- Build and maintain strong relationships with donors, patrons, and sponsors.

Exhibition and Collection Management

- Stewardship the curation of exhibitions, ensuring diverse and engaging displays that appeal to a broad audience.
- Supervise the maintenance and enhancement of the museum's permanent collection through acquisitions, conservation, and deaccessioning as needed.

Educational and Public Programs

- Provide support to the education department to develop and expand educational programs, workshops, and outreach initiatives.
- Promote and strengthen the museum's role as an educational and cultural resource for the community.

Community Engagement

- Act as the museum's primary spokesperson and advocate within the community, forging partnerships with other cultural organizations, schools, and local businesses.
- Work to increase the museum's visibility and accessibility to a diverse audience.

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Staff Management

- Recruit, develop, and lead a high-performing team, providing support, mentorship, and professional development opportunities.
- Foster a collaborative and inclusive work environment.

Facility Management

- Ensure the museum's facilities are well-maintained, safe, and in compliance with all relevant regulations.
- Oversee any necessary expansion or renovation projects.

Governance and Board Relations

- Work closely with the board of directors, providing regular updates and collaborating on strategic planning and governance matters.
- Assist in the recruitment and orientation of new board members.

Qualifications

- Master's degree in museum studies, nonprofit management, or a related field (preferred).
- Proven executive leadership experience, preferably in an art museum or cultural institution.
- Strong financial acumen and experience in budget management and fundraising.
- Exceptional interpersonal and communication skills.
- Knowledge of visual art, art history, and contemporary museum practices.
- Experience in strategic planning and implementation.
- Demonstrated ability to foster a diverse, inclusive, and collaborative organizational culture.
- Strong project management skills.
- Committed to diversity, equity, accessibility, and inclusion.
- Willingness to become an active community member of Quincy, IL.

Compensation

- Salary Range: \$60,000 - \$80,000 with incentive, based on experience
- Health and Life Insurance
- \$150 Dental Expense Reimbursement
- Simple IRA Plan with 3% Employer Match after 2 years of employment
- Incentive for bonus linked to organizational financial achievement, evaluated annually
- Generous paid time off in addition to holidays

Hours

40 hours per week. Generally, Monday – Friday, 9am – 5:30pm with an immense amount of flex for weekly mandatory weekend and evening meetings and events.

Equal Opportunity Employer

The Quincy Art Center is committed to equal opportunity and comply with all applicable federal and state laws regarding nondiscrimination and affirmative action. The Quincy Art Center does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, religion, national origin, age, disability, genetic information, or veteran status in its

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application and admission processes, educational programs and activities, and employment practices.

To Apply

Send cover letter, resume, and three references to president@quincyartcenter.org.