



## **The Friends of the Mary C. seeks Executive Director**

Friends of the Mary C. is seeking a dynamic individual to lead the region's premier arts and cultural center that includes the Trent Lott Theater, Becky's Kitchen, The Ocean Springs History Museum, The Duckett Gallery, and the Local Creatives Gallery. If you are passionate about the arts, in all its forms, and want to lead an organization that is poised for the next level of growth, we would love to hear from you.

For the past five years, The Mary C. has enjoyed consistent year over year growth in revenue, impact, event attendance and memberships. The new executive director will be adept at fundraising and building lasting relationships with community stakeholders, donors, and board members. They will actively seek grant opportunities and build a team to apply and execute the associated programming. They will be eager to create a vision and build a cohesive staff that works to achieve it with support from an active and diverse board of directors.

If you feel you have the skills, ability, successful track record, and motivation to move The Mary C. ahead, please submit a cover letter expressing your interest, along with a resume and/ or CV, and your salary requirements to: [execdir@themaryc.org](mailto:execdir@themaryc.org). Please no phone calls. The full job description for the position is below. Salary will be commensurate with experience.

### **General Position Summary**

The Executive Director is the chief administrative official of Friends of the Mary C. O'Keefe Arts and Cultural Center ("The Mary C.") and reports directly to the Board of Directors ("Board"). S/he will be responsible for implementing the Mary C.'s mission through creative management of daily operations and strategic planning for its sustainable future. This work will include fiscally responsible oversight of the professional care and growth of the The Mary C.'s collections and facilities, and public access to those collections through innovative exhibition and outreach.

The Executive Director will work with the Board and staff to plan, develop, implement, and manage a high profile, comprehensive series of culinary arts, performing arts, visual arts, and Ocean Springs History programs. Moreover, the Executive Director will be expected to oversee the continued development of multi-generational educational programming.

The Mary C.'s Executive Director will lead a talented staff and provide direction and guidance to volunteers, board members, contractors, and outside individuals and entities connected with the Mary C.'s programs.

Finally, the Executive Director will manage an annual operating budget that includes funds derived from earned revenue, donors, corporate supporters and external granting agencies and foundations. S/he will work closely in consultation with the Board, staff, volunteers, and other key stakeholders to seek external gifts and grants to enhance The Mary C.'s operations and collection development.

**Job Duties and Essential Functions of the Position:**

Generally speaking, the Executive Director plans, coordinates, and directs the operation of The Mary C., which includes carrying out the policies and programs as determined by the Board; and oversees Cultural Center operations, including the maintenance, programming, and educational outreach. More specifically, the Executive Director is expected to:

- Ensure the operations and administration of The Mary C. are in compliance with policies, controls, industry standards, as well as applicable governmental laws, rules and regulations
- Oversee the Cultural Center's finances, plan and manage the annual budget, participate in necessary activities related to an annual audit or financial review, and ensure financial records are in order
- Demonstrate effective staff development and organizational skills in areas such as hiring, coaching, collaboration, problem solving and goal setting; empower internal staff to think, act and plan in a collaborative manner; perform annual evaluations of The Mary C. staff
- In close collaboration with the Board, community stakeholders, foundations, government agencies, and staff, work to develop new streams of financial and in-kind support to fund operations, endowments, and special projects
- Play a lead role in fundraising efforts, including grant writing, cultivation of donors, and planning events and collaborative activities to build program capacity
- Develop and foster meaningful connections and partnerships that will lead to fruitful fundraising, development, and grant-writing opportunities
- Maintain and grow relationships with donors in a way that develops long-term, sustained giving
- Maintain physical and intellectual control over Ocean Springs History Museum-owned works of art and historical significance, and manage their long-term display and access throughout The Mary C.'s campus
- Develop an organized programming schedule with accompanying procedures to support related educational activities, such as group and school visitation, off-site programs, publications, and special events

- Foster interdisciplinary collaboration with schools and academic institutions to engage both students and teachers in the use of The Mary C.'s resources
- Develop and implement a vibrant integrated marketing and public relations program in support of all Mary C. activities for outreach efforts throughout the area; oversee preparation of promotional materials
- Analyze facility use and capacity, and establish a plan to maximize the resources available for exhibitions and programs
- Create a collaborative work environment through meetings with staff, volunteers, the Board, members, and other stakeholders as needed to foster effective communication
- Lead long-range and strategic planning processes using the input of the Board, staff, volunteers, community stakeholders, and advisory committees, as appropriate
- Provide the Board with timely and accurate information regarding programming, exhibitions, budgets, expenses, and grant processes with an appropriate level of detail

### **Required Education, Knowledge, Experience, Skills, and Abilities**

**Education:** The Mary C. seeks a candidate either with a four-year Bachelor of Arts, Bachelor of Science, or Bachelor of Fine Arts Degree.

**Knowledge and Experience:** Minimum of five years of relevant and progressively responsible experience in arts or non-profit management is required, with previous managerial or supervisory experience preferred.

The Mary C. also requires the following:

- Prior experience in managing budgets and leading and mentoring staff
- Development savvy and demonstrated successful fundraising, revenue development, and grant writing experience
- Strong management skills as a leader, and/or executive
- Strong organizational, administrative, visitor service, time management, and interpersonal skills, along with the ability to interact effectively with a diverse population of staff, artists, and local community members
- Interdisciplinary competency, particularly in the areas of art, history, culture, theatre and performing arts, culinary arts, education, and STEAM projects.
- Ability and experience in developing and implementing educational and public programs for multiple audiences, coordinating and managing activities, speaking publicly, and communicating effectively both in person and in writing
- Ability to plan, carry out, and delegate work essential to the growth of The Mary C.'s strategic objectives

- Ability to form and maintain productive partnerships, and build collaborative relationships with appropriate individuals and entities throughout the community, among regional arts organizations and museums, and in the larger museum community
- Ability to communicate effectively both verbally and in writing
- Ability to deal effectively and courteously with a wide variety of individuals and groups including The Mary C. Board, City and County leaders, community leaders, staff, government agencies, and the general public
- Demonstrated ability in previous employment in working effectively with a board of trustees in applying institutional policies and procedures to daily operations
- Proficiency in the use of general office equipment, cameras, tools, computer equipment, software and products used in the preparation, basic conservation, and exhibition of original art and artifacts in a museum setting
- Aptitude with and understanding of basic social media, database management, and other computer software applications used to support museum administration, collections cataloging and inventory, public access, and as a tool in exhibition planning and design
- Physical ability to lift up to fifty pounds and assist staff in the handling, packing, lifting, moving, mounting and storing of artwork, supplies, and casework used for exhibition installations
- Willingness and ability to travel off campus to visit supporters, collectors and other museums, and to attend special events and fund-raising activities that support the museum's operation and program activities

### **Other Personal Characteristics and Qualifications**

The Executive Director should also have the following personal characteristics and qualifications:

- Dynamic and innovative leadership
- Familiarity with Ocean Springs and the Mississippi Gulf Coast, as well as its resources, government, business and institutions to know what makes it distinctive, and/or a facility for quickly detecting its most pressing questions and identifying opportunities
- Strong interpersonal skills, initiative, a positive attitude, and a calm and flexible demeanor in the face of challenges
- A high level of professionalism, good judgment, the highest level of ethical standards and work ethic
- An open, visible, and approachable style
- Ability to work evenings and weekends, as required
- A strong commitment to diversity and gender equity
- A healthy ego that needs neither authority nor affirmation to sustain itself
- An open mind, excellent listening skills, and a reconciliatory spirit
- A valid driver's license and regular access to an insured vehicle