

## **IAIA Museum Director**

### (Supplemental Information)

The Institute of American Indian Arts (IAIA) seeks an energetic, results-oriented individual with well developed leadership skills, ability to work with diverse Native and non-Native constituencies, and a proven record of community outreach and fundraising, to serve as Director of the IAIA Museum. The successful applicant should have an academic background relevant to the arts and culture, and/or non-profit administration, and a demonstrated knowledge of Native American culture and contemporary art.

According to federal law, IAIA extends preference to enrolled members of American Indian and Native Alaskan tribes and corporations. Individuals with a documented connection with Native American and Indigenous communities, including Native Hawaiians and Canadian First Nations, or non-enrolled members of American Indian tribes or corporations, will also be considered.

### **OVERVIEW**

Reporting to the President, the Director of Institute of American Indian Arts (IAIA) Museum serves as the administrative head of the museum, implementing the strategic direction and policies defined by the President and Board of Trustees, as well programs and day-to-day operations.

### **DESCRIPTION**

**Management:** The Director demonstrates the interpersonal skills and abilities necessary to lead and motivate a diverse constituency, including staff, donors, and community partners. He/she is responsible for oversight and daily supervision of all IAIA Museum employees to ensure goals and objectives are met in a team environment based in shared core values. He/she is well-organized, energetic, and results-oriented.

The Director is responsible for the timely development and successful implementation of the annual budget, working closely with the President and Chief Financial Officer. He/she is competent with computer software needed to conduct analyses and generate reports relating to financial and programmatic performance.

The Director works with the Board of Trustees through the President and Board Museum Committee Chair. He/she assists the Board Museum Committee Chair in the preparing periodic reports to the Board. He/she serves on various institutional committees to ensure a high level of collaboration between the museum and other areas of the Institute, including academic and student programs, as well as advancement. He/she develops and oversees mutually beneficial collaborative relationships with other agencies, organizations and partners in the Santa Fe community, nationally, and internationally.

**Resource Development:** The Director serves as part of a team, with the President and Director of Institutional Advancement, in institutional and museum-related fundraising and advancement activities. He/she develops goals and strategies for annual operations; develops, cultivates and solicits a portfolio of donor prospects; organizes special donor cultivation events; oversees membership cultivation and related support materials; and provides recognition and stewardship of museum donors. He/she is responsible for the preparation, distribution and implementation of grants from both public and private sources in support of institutional and museum strategic priorities.

**Communication and Outreach:** The Director demonstrates excellent communication skills, both verbal and written. He/she provides organizational continuity and support for the President, Board Museum Committee Chair, and staff. He/she is the primary spokesperson for all museum programs. He/she actively seeks appropriate media opportunities and ensures that the museum and the Institute are effectively presented to various publics. He/she is responsible for establishing and maintaining positive, collaborative relationships with all museum-related government, civic, corporate, and educational partners.

**Programs:** He/she is responsible for the direction and general oversight of all programs, within the overall philosophy of the Institute, ensuring their timely and on-budget delivery. It is the responsibility of the Director to stay current with new information and ideas through continuing education and networking with other organizations and professionals.

## **ABOUT THE MUSEUM**

Santa Fe's IAIA Museum is one of only two congressionally chartered museums devoted to national Native American art and culture, and it is the special role of the IAIA Museum to showcase the contemporary art of Native America.

The purpose of the IAIA Museum is to be an active contributor to the overall success of the Institute of American Indian Arts, through the fulfillment of IAIA's mission, in the context of institutional strategic plans and mission. The museum advances the mission and goals of IAIA by serving as:

- a showcase for important Native American and Indigenous contemporary art;
- a magnet for Native American and Indigenous talent – artists, curators, cultural leaders;
- a mutually respectful meeting place between the Native and non-Native worlds;
- a place of quality training and experience for students seeking careers in the arts, museums, or other careers in the humanities.

In addition, the IAIA museum contributes to the overall institutional financial stability by:

1. increasing its capacity for earned income, contributed support, and grants;
2. by enhancing institutional support locally, regionally, and nationally, and
3. by engaging new audiences and potential contributors through exhibitions, programs, and outreach.

The IAIA museum is one of three major components of IAIA, including the undergraduate academic program (CACS), and continuing education program (CLE), each of which serves different but complementary sets of constituencies. Coordinating institutional services to, and nurturing of, these various constituencies is essential to institutional success. The IAIA Museum is uniquely suited to nurturing support from several key constituencies critical to the whole of IAIA.