



SEARCH ANNOUNCEMENT FOR EXECUTIVE DIRECTOR

The Lexington History Museum (LexHistory) is searching for a pro-active, entrepreneurial, results-oriented, and highly visible nonprofit executive with a deep passion for preserving and telling Lexington’s history and who can attract those who share that same enthusiasm for the organization’s mission and vision. Under the supervision of the LexHistory Board of Trustees, this individual is responsible for the organization’s overall excellence and service to the community. The Executive Director will lead the implementation and achievement of the desired outcomes articulated in the newly adopted 2021-2025 Strategic Plan.

SEARCH CONDUCTED BY:



THE MUSEUM

Lexington History Museum, Inc. was established in 1998 at the direction of then mayor Pam Miller, who appointed State Historian Dr. Thomas Clark as the first chair of the Board of Trustees. The museum's original home was in the former Fayette County Courthouse on Main Street and contained 14,000 square feet of exhibit, office, and storage space. At its peak, the museum welcomed over 10,000 people from all 50 states and 60 foreign countries. However, in 2011, infrastructure concerns in the Old Courthouse prevented the museum from continuing to operate there. At that time, the museum collections were secured and stored, and office space was secured in Victorian Square.

Despite lacking space for its entire collection and a full-time staff, under the leadership of former Chairman, Foster Ockerman, serving in a part-time role as President and Chief Historian, LexHistory has continued to fulfill its mission and vision. It reinvented itself through such initiatives as pocket museums, a speaker series, rotating exhibits in public spaces, expanding its WikiLex entries, converting several exhibits into virtual reality formats, publishing a new history of Lexington, commissioning portraits of the last three mayors, participating in Lexington's Gallery Hop, and forming a partnership with film producer Doug High, which led to filming a documentary on Belle Brezing and later the Chronicles documentary series. Beginning in 2020, LexHistory's administrative offices have occupied leased space in the Adam Rankin House, Lexington's oldest surviving home located in the South Hill district on Mill Street and the first new house museum in the community since 1970.

With the organization's 2017 strategic plan coming to an end, the Board of Trustees engaged the Lexington-based nonprofit consulting firm of Burcham Solutions Group to develop a new strategic plan that reimagines its future and expands the organization's mission and vision leading up to Lexington's 250th anniversary in 2025. With a recent multi-year funding commitment from the Lexington-Fayette Urban County Government (LFUCG) and other public and private support, LexHistory is pursuing a bold new plan to provide Lexington with the museum it needs and deserves.

LEXINGTON HISTORY MUSEUM STRATEGIC PLAN 2021-2025

MISSION:

Inspire our future by collecting and preserving Lexington's history and telling our stories.

VISION:

Be the recognized and respected leader on Lexington's history

PRESERVATION - Collect, archive, and preserve the essential, relevant, and accurate records and artifacts of Lexington's history.

LexHistory will develop and implement a new **LexHistory Collection Management System** and software program to create an updated inventory and catalogue for the collection to be consolidated into a temporary, centralized location for storage and preservation until a permanent museum location is secured.

PARTNERSHIPS - Form and lead strategic partnerships that maximize our capacity, resources, outreach, and impact.

LexHistory will create and engage with a **LexHistory Partnership Council** comprised of leaders from government, business, educational, civic organizations, and other community groups to assist LexHistory to prepare for its role in Lexington's 250th anniversary celebration in 2025.

LexHistory will create and engage with the **Lexington History Collective** comprised of the leaders of other groups who collect/preserve/exhibit unique aspects of Lexington's history to incorporate into LexHistory's preparation for Lexington's 250th anniversary celebration

PROGRAMMING - Offer diverse and inclusive educational and engagement opportunities to the broadest possible audiences using multiple methods of communication, settings, and formats.

LexHistory will create a **Press and Productions Division** with professional partners to produce and distribute historical content, including educational curriculum for schools, colleges, universities, and community organizations.

LexHistory will expand and enhance its **Speakers Bureau** of subject matter experts to share Lexington's history with the community.

PRESENCE - Be the most visible and accessible resource on the history of Lexington for all residents and tourists...anytime, anywhere, and on any device.

LexHistory will create a **temporary Lexington History Museum** to offer programming and events until a permanent museum is located.

LexHistory will create a **virtual Lexington History Museum** to deliver content and maximize audience reach across a variety of online and digital platforms.

LexHistory will design and generate the resources needed to build and/or renovate acquired space for a **permanent, state-of-the-art Lexington History**

THE ROLE

The LexHistory Executive Director will lead a highly effective, efficient, ethical, fiscally sound, and properly planned, governed, and staffed organization to achieve strategic and operational objectives and desired outcomes on time and on budget. Some of the key responsibilities of this role include:

Board Relations: Recruit, engage, and support a diverse group of board members in executing their governance and fiduciary responsibilities for the organization.

Resource Development: Produce and implement a comprehensive resource development plan that generates revenue from public and private funding sources through grant-writing, annual giving, special events, major gifts, and planned gifts from individuals, corporations, foundations, and organizations.

Fiscal Affairs: Manage the fiscal affairs of the organization including but not limited to revenue generation, financial and budget management, audit, and reporting.

External Relations: Serve as the primary ambassador and advocate for the museum to the community, partners, public and private funding sources, and elected officials at all levels.

Communications, Marketing and Public Relations: Develop and implement a comprehensive, community-focused plan to increase awareness, stimulate public engagement, generate support, and enhance the overall image and reputation of the organization.

Collection Management: Oversee development and implementation of sound policies and procedures for the care and use of the permanent collections according to professional museum standards and best practices.

Facilities Management: Operate and maintain museum facilities and spaces to ensure the optimal museum experience for visitors and to provide the proper work environment for employees and volunteers.

THE QUALIFICATIONS

Ideally, the LexHistory Executive Director will bring broad experience as a nonprofit leader or manager within a historical society, public museum, or a similar non-profit organization. Success in this role requires moving the organization forward while preserving those cultural qualities from which the organization has derived its success. The ideal candidate is a hands-on leader and motivator committed to fostering a positive and forward-thinking environment and providing innovative solutions to situations. The minimum requirements are:

- Bachelor's degree (Master's preferred) in Museum Studies, Business Administration, Nonprofit Management, or related degree.
- Seven or more years of senior-level leadership in a nonprofit organization with a proven track record of success.
- A collaborative, transparent, and energetic nonprofit executive with the professional experience to provide the leadership and direction to achieve strategic

objectives and to offer guidance and support on policy, programming, and advocacy.

- Demonstrated expertise in broad-based resource development and fundraising, especially major gifts, and community outreach with expertise in crafting public and private partnerships.
- Proven financial understanding and ability to organize and manage a budget and to monitor ongoing financial performance.
- Effective communicator with proven ability to work with individuals or diverse groups such as board, government, business leaders, donors, volunteers, and staff.
- Necessary skills to work independently, interpret documents and instructions, use computers and technology software.
- Cultural competence and emotional intelligence to understand the unique geographic, demographic, social, cultural, and political factors that define the Lexington-Fayette County area's history.
- Participate as an active member of the museum and/or nonprofit profession through activities such as mentoring, continuing education, research, and membership in professional associations.

The position reports to the LexHistory Board of Trustees. The starting base salary is \$85,000 plus benefits. The work environment is usually indoors, in a climate-controlled environment. Our facility may require the ability to negotiate stairs and occasionally require lifting and/or moving heavy items. Employment in this position is contingent upon a satisfactory background check. Lexington History Museum is an AA/EO Employer. LexHistory is a 501(c)(3) organization.

Application Instructions:

Please submit your letter of interest and resume in PDF format to Tim Burcham, president of Burcham Solutions Group, LLC at tim@burchamsolutionsgroup.com by **Friday, August 26, 2022**. The position will remain open until filled.