Morris-Jumel Mansion Museum (“MJM”) seeks an Executive Director who will oversee the general operation and administration of the Museum, as well as its collections, programs, and fundraising efforts. Morris-Jumel Mansion is the oldest surviving house in Manhattan, a historic site that has witnessed the evolution of Northern Manhattan from rural countryside to a dynamic multicultural community. As one of the nation’s foremost historic houses, the Morris-Jumel Mansion Museum empowers its audiences to create relevant contemporary connections to the vibrant histories of the Mansion, its collections, the land, and its people, past and present, through its diverse roster of arts and cultural programming. MJM is a member of the Historic House Trust of New York City. The Museum is located on the grounds of Roger Morris Park (a city park, formerly part of the Jumel Estate and now located within the Jumel Terrace Historic District). The building is owned by the City of New York under the jurisdiction of the NYC Parks Department. The Morris-Jumel Mansion was reaccredited by the American Alliance of Museums in October 2021. More information about the organization can be found at morrisjumel.org

The Executive Director reports to the MJM Board President, and to the Board of Trustees. The Executive Director is responsible for overseeing all aspects of MJM’s activities, including fundraising, marketing initiatives, management of finances, and for ensuring that MJM’s collection and the Mansion’s historic structure are safeguarded and preserved in accordance with museum best practices. MJM is seeking an individual committed to the development and execution of engaging and thought-provoking programs with a vision that will enhance MJM’s relevance in the 21st century to its diverse audiences, and who will lead, direct, and manage staff and volunteers while creating an inclusive and supportive work environment. The Executive Director is the face of MJM and has the paramount goal of ensuring that MJM patrons, members, staff, volunteers, and the public are enriched through the goals and mission of the Museum.

Responsibilities and Duties:

- Implement museum best practices to safeguard the preservation and integrity of MJM’s collections and the Mansion’s historic structure.
- Ensure MJM’s fiscal soundness; Create, monitor, and manage institutional, operating, and programmatic budgets, and prepare for and facilitate MJM’s preparation of annual financial statements.
- Work in conjunction with MJM’s governing body to champion the Museum and its mission; formulate, draft, and execute procedural documents; Foster Board members’ involvement in the Museum, its governance, and fundraising initiatives.
● Oversee development and fundraising efforts, including the annual appeal, capital appeals, and fundraising for special projects and program-driven campaigns. This responsibility also encompasses the development and maintenance of individual, corporate, public sector, and foundation donors, grants, sponsorships, and institutional partnerships.

● Outreach for and management of the educational programs administered by MJM that bring history alive to thousands of New York City school children in partnership with New York City Schools.

● Lead, supervise, evaluate, mentor, and nurture staff, interns, and volunteers.

● Manage MJM's license agreement with NYC Parks to ensure compliance with current standards, regulations, and requirements. Work in partnership with MJM's Board, the Historic House Trust of New York City, NYC Parks, and Manhattan Community Board 12 in the preservation and maintenance of the house, site, and collections, and general operations.

● Engage significant stakeholders and involve the immediate neighborhood and the broader community by creating a welcoming, inviting, inclusive and relevant environment. Develop and maintain strong partnerships with the local community, including the community board, local elected officials, and a diverse range of community based-organizations and institutions.

● Oversee innovative and creative virtual and in-person programming that advances MJM’s mission, reaches diverse audiences, increases membership and attendance, raises the visibility and awareness of MJM programs and exhibits, and celebrates MJM’s collections and historical significance.

● Continue advancing the completion of MJM’s ambitious five-phase reinterpretation plan

● In conjunction with MJM’s Board and staff, uphold, execute, and shepherd a three-year strategic plan that was approved in 2021, including goals and objectives related to community development, visitor experience, fiscal management, and governance.

● Work in conjunction with MJM’s Board, NYC Parks, Historic House Trust, and contractors/vendors to execute a multi-million to restore the exterior and create barrier-free access capital project.

● Be an active member of the museum, preservation, Northern Manhattan cultural, and American art communities.

Preferred Qualifications:

● Master’s degree in historic preservation, American studies, art history, museum management, not-for-profit administration, or related disciplines
Minimum of five years of management level experience in the museum field or ten years of experience in arts and cultural programs and operations.

Demonstrable familiarity with and understanding of financial statements, financial management, and an understanding of sound financial record-keeping and bookkeeping practices.

Demonstrable experience with fundraising and fundraising techniques, including grant-writing.

Familiarity with museum and curatorial best practices, including collection management and educational practices.

Proven self-starter with the ability to be flexible and creative.

Strong project management skills and a proven ability to multitask.

Strong interpersonal, leadership and entrepreneurial skills.

Excellent communication skills (oral and written).

Salary & Benefits:
$70,000-$80,000 plus benefits

To Apply:
Send a resume and cover letter expressing your interest in the position to jobs@morrisjumel.org.