



The Place That Connects and Celebrates Women

Position Title: Executive Director

Reports to: Board of Directors

Status: Exempt

Join a Legacy of Empowerment: Executive Director at the Indianapolis Propylaeum

The Indianapolis Propylaeum, a historic and vibrant 501(c)(3) nonprofit organization, has been a beacon of women's leadership, arts, and historic preservation since its founding by trailblazing suffragettes in 1888. Today, the Propylaeum continues its mission to connect and celebrate women by fostering leadership, preserving history, and enriching our community through dynamic programs and partnerships. We are seeking a visionary Executive Director to lead our organization into its next chapter, ensuring our mission resonates and thrives in today's world.

Position Overview

As the Executive Director, you will be the driving force behind the Propylaeum's mission and vision. You will lead with passion and strategic insight, managing both the day-to-day operations and long-term goals of the organization. Your leadership will encompass financial development, mission-driven programming, and the continuous cultivation of a culture that reflects our core values: Collaboration, Inclusiveness, Integrity, Stewardship, and Leadership. Emphasis will be placed on member and donor development.

Reporting Relationship

The Executive Director reports directly to the Indianapolis Propylaeum Board of Directors.

Key Responsibilities

Leadership and Management

- Foster a supportive and innovative work environment across staff, board committees and volunteers to implement plans and achieve strategic goals
- Develop and implement a Member and Donor Development Plan to fit the Propylaeum's Strategic Plan
- Ensure financial stability through proactive revenue generation and expenditure management, including annual budgeting and financial reporting
- Enhance operational efficiency through the effective use of technology and process improvement, while leading the development and implementation of policies and procedures
- Maintain strong, transparent communication with the Board of Directors, and foster collaborative relationships between the Board, staff, volunteers, and donors
- Increase the Propylaeum's community visibility by overseeing all communications activities, including the website, newsletters, social media, and marketing materials in collaboration with the Director of Events, Marketing and Administration
- Build and strengthen relationships by representing the Propylaeum to external stakeholders and community organizations



Financial Development

- Drive revenue growth through strategic fundraising activities, including membership programs, annual fund campaigns, grant writing, capital campaigns and planned giving
- Cultivate and maintain meaningful relationships with donors, sponsors, and partners

Mission-Driven Programming

- Develop and oversee high-quality programs that align with and advance the Propylaeum's mission and vision
- Forge and sustain partnerships with local and regional organizations to expand the reach and impact of our programs
- Ensure a welcoming and inclusive environment that meets the needs of members, guests, and staff

Qualifications

- Bachelor's degree with at least 5 years of senior management or executive experience
- Proven experience casting a vision, building a strategy, and leading the successful implementation and execution
- Inspiring communicator who can motivate staff, the Board, donors, partners, and volunteers, develop a high-performance team, set and achieve strategic objectives, and manage a budget
- Strong organizational abilities with a focus on managing multiple priorities effectively
- Demonstrated expertise in networking, fundraising, marketing, and public relations, with a proven ability to engage and connect with a diverse array of stakeholders and cultures
- Flexible schedule that includes some evening and weekend activities
- Experience in women's leadership initiatives, arts and culture organizations, or historic preservation is highly desirable
- Experience in non-profit management preferred

Compensation and Benefits

- The Propylaeum seeks to offer a competitive compensation and benefits package to someone passionate about our mission and vision.
- The position offers an annual base salary of between \$60k and \$75k, depending on skills and experience, with potential for an annual bonus based on meeting certain financial and organizational goals.
- The position reports to the Board of Directors. Between board meetings it will report to the Board President and the Executive Committee on behalf of the board.
- The position is eligible for the following additional benefits in accordance with the Propylaeum's policies:
 - Cell phone allowance of \$50 / month, added to your pay
 - A healthcare allowance of \$100 / month, pretax, if benefits are not provided elsewhere
 - Twenty-one days of paid time off (PTO) after the first 90 days of employment
 - Flexible work hours with an expectation to be onsite at least 3 days per week
- Any offer is contingent upon completion of a satisfactory background check.



The Propylaeum Historic Foundation, Inc. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.