



Job Announcement: Executive Director

The American Quilt Study Group (AQSG) is seeking an outstanding Executive Director to build on our 42 years of leadership in the study of quilts and related textiles. AQSG is a membership organization with an international presence. We host an annual Seminar that includes paper presentations and study centers; publish *Uncoverings*, an annual peer-reviewed journal; and have recently added a virtual learning component. Other programs are research-related mentoring, a biennial quilt study challenge for quilt makers, and grants and fellowships. Our annual budget for 2021 is \$330,000 and our office is located in Lincoln, NE.

Our Mission: The American Quilt Study Group establishes and promotes the highest standards for interdisciplinary quilt-related studies, providing opportunities for study, research, and the publication of works that advance the knowledge of quilts and related subjects.

DESCRIPTION

The Executive Director (ED) reports to the Board of Directors and has responsibility for planning and directing all functions and day-to-day operations of the organization: Fundraising, Financial Management, Organizational Development, Marketing and Outreach, Member Programs and Relationships, Staffing and Human Resources, Operations and Administration, and Board Relations.

Under the direction of the Board of Directors, the ED helps set the mission, vision, and values of the organization. This includes working with the Board to develop the strategic plan and direction for the organization.

A primary ED responsibility is establishing a strong partnership with the Board and Staff to secure sustainable income sources and deliver relevant programs to ensure the economic well-being and advancement of the organization. This includes establishing and maintaining relationships with various organizations and individuals to strategically enhance AQSG's mission.

PRIMARY RESPONSIBILITIES

- Establish a strong, open and collaborative partnership with the Board of Directors.
- In partnership with the Board develop and implement member growth and retention strategies.
- Align and enhance programs and services to ensure ongoing program excellence and quality meet evolving membership needs.
- As the face of the organization, develop national outreach through a presence at appropriate national and regional events.

- Strengthen the visibility, credibility, and leadership of AQSG within all relevant communities, including colleges and universities, museums, historical societies, and like-minded foundations.
- Enhance and expand personal relationships with donors, volunteers, and partners.
- Perform all financial functions including budget development and management.
- Identify, cultivate, and secure charitable gifts and private and governmental grants thus ensuring financial sustainability through increased revenue.
- Oversee all functions to ensure compliance with 501(c)(3) nonprofit status and all other legal and governmental regulations and reporting requirements.
- Leverage technology and software platforms to maintain and enhance organizational functions as well as provide appropriate data for measuring outcomes.

QUALIFICATIONS

Minimum requirements include:

- Five years of senior management non-profit experience.
- Track record of effectively leading a performance-and outcome-based organization and staff.
- Ability to point to specific examples of having developed and operationalized strategies that have taken an organization to the next stage of growth.
- Bachelor's Degree preferred. Equivalent work experience in non-profit or business management will be considered.
- Knowledge in areas of quilts, quilt making, women's history, textiles, and related topics preferred but not required.
- Excellence in organizational management with the ability to coach and manage staff and develop high-performance teams.
- Ability to work effectively in collaboration with diverse groups of people.
- Skills creating and implementing a strategic plan.
- Experience in developing and managing a budget, working with outside consultants on financial management, and negotiating contracts.
- Strong marketing, outreach, and fundraising background with the ability to engage a wide range of stakeholders.
- Capability to develop creative solutions to increase retention, grow membership, and deliver more value to members.
- Strong written and verbal communication and project management skills.
- Strength of character which includes personal integrity, a positive attitude, being mission-driven, and self-directed.
- Digital proficiency in computer software applications, social media, and conferencing applications.

Salary range: \$65,000 - \$75,000 commensurate with experience, plus benefits.

Please send resume, cover letter, and contact information for three references to: AQSG Search Committee at nvherdboss@gmail.com or mail to American Quilt Study Group, Attn: Search Committee, 1610 L Street, Lincoln, NE 68508-2509. Electronic submission is preferred. Review to begin on November 1, 2021. Applications accepted until the position is filled.

AQSG is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.