**JOB TITLE:** Executive Director

**INSTITUTUION:** Irish American Heritage Museum

**LOCATION:** 21 Quackenbush Square, Albany, New York 12207

 Phone: (518) 427-1916 Website: irish-us.org

**ABOUT THE MUSEUM:** The Irish American Heritage Museum (IAHM) is a 501 (c) 3 non-profit corporation created by the New York State legislature in 1986 and permanently charted by the Board of Regents of New York as an educational institution in 1992. The IAHM explores the contributions, history, and culture of Irish people in America, and fosters dialogue and exchange between America and Ireland today. By sharing our stories, we strive to create connections and community among all Americans, as we appreciate and study the universality of the immigrant story in American history.

**DUTIES AND RESPONSIBITIES:** The Executive Director shall:

* Oversee the day-to-day operations of the museum, including the hiring and supervision of staff, recruitment and utilization of volunteers, management of the library and gift shop, hosting of public and member events, installation and preservation of exhibits, and maintenance of the museum in a clean, safe and presentable manner,
* Develop an annual budget together with the Board of Directors of the museum, control expenses, and conduct the affairs of the museum within the parameters of said budget,
* Work with the Board of Directors to develop strategic planning process to maximize membership growth, profile enhancement, and expanded impact of the museum,
* Develop and write grant applications, manage all fundraising activities, including annual gift campaigns, special events, endowment programs and other activities and initiatives that promote the financial growth of the museum,
* Create and implement programs, events and exhibits that support IAHM’s commitment to telling the story of the Irish people in America,
* Serve as the official spokesperson of the museum before the state, local, federal and Irish governments, nongovernmental organizations, private stakeholders in the United States and Ireland, the media, civic and educational organizations, school groups and the general public,
* Create and maintain a marketing plan that optimizes the museum’s website, and newsletters, the media and social media platforms,
* Recruit and maintain museum membership and maintain a membership database,
* Develop and oversee partnerships with other educational and cultural institutions, and
* Serve as an ex-officio member of all committees and attend all Board meetings.

**QUALIFICATIONS:** The following qualifications are preferred, but all accomplished, extraordinary candidates are encouraged to apply:

* Bachelor’s Degree with five years of relevant experience or Master’s Degree with three years of experience,
* Background in Irish studies, museum curation, interpretation and management, grant writing, fundraising and non-profit administration,
* Strong oral, written, research and technical communication skills.

**THIS POSITION IS:**

**Position type:** Full time

**Salary Range:** $55,000 -$65,000

**How to Apply:** By Mail: Personnel Manager

 IAHM

 21 Quackenbush Square

 Albany, New York 12207

 By e-mail: liammcnabb@hotmail.com