



HOLOCAUST MEMORIAL MUSEUM OF SAN ANTONIO (HMMSA), DIRECTOR

(full-time)

DEPARTMENT: HMMSA

POSITION OVERVIEW

The Director of the Holocaust Memorial Museum is a senior-level position, reporting directly to the CEO/President of the Jewish Federation of San Antonio (JFSA). This position is responsible for the oversight of the activities related to the Holocaust Memorial Museum of San Antonio (HMMSA), including its daily operations, lay volunteers and staff. The Director of the HMMSA must be a strong communicator, well-educated in the Holocaust and related historical events, and sensitive to the Jewish community. The Director serves as primary staff liaison to the HMMSA Commission.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Working in partnership with the CEO, the HMMSA Director is responsible for:

- Staffing the HMMSA Commission (volunteer committee) to develop the Museum's strategic and operational goals as an institution of Holocaust/genocide awareness and education
- Managing the HMMSA department budget
- Overseeing the HMMSA development strategy and the generation of revenue through corporate sponsorships, foundation grants, major gifts, general contributions, the Museum shop, events and benefits
- Supervising HMMSA daily operations, programming, educational seminars, museum collections' care and registration, administration and staff
- Maintaining HMMSA's partnerships with local, state and national organizations (i.e. Texas Holocaust & Genocide Commission, US Holocaust Memorial Museum, etc.)
- Serving as the primary ambassador and public relations representative of the HMMSA (external relations), effectively and confidently communicating the HMMSA mission and message to audiences on all outreach platforms
- Overseeing the development and implementation of quality educational experiences, exhibits (permanent and temporary), and community-based programs in collaboration with the museum staff and volunteer groups
- Managing the process and implementation of the 2020 HMMSA Strategic Plan

- Ensuring the Museum assets, exhibits and artifacts are maintained at general museum standards and in alignment with HMMSA Collections Management Policy
- Recruiting, engaging, developing, and maintaining talented staff resources to support museum operations, exhibits, programming and events

QUALIFICATIONS

- A Bachelor's Degree with a preference for a Master's Degree with relevant professional experience; minimum five years in non-profit leadership role, education
- A strong knowledge and understanding of the Holocaust and the history of Jewish people and Israel; considerable knowledge of Jewish communal life and current trends preferred
- Experience working as a professional or lay leader in a Jewish community setting; knowledge of the Jewish Federation movement, and Jewish philanthropy preferred
- Possesses an entrepreneurial spirit to embrace the HMMSA leadership responsibilities and duties
- Excellent interpersonal, written and verbal communication and skills which are needed to interact with a diverse body of lay leaders, donors, professional staff, and other stakeholders
- Creative and strategic thinker, with demonstrated success in developing and implementing short- and long-term strategic goals, objectives and measurement tools
- Experience creating and managing a budget; strong financial acumen
- Demonstrated ability to fundraise and oversee financial resource development (FRD)
- Positive, can-do attitude, mature interpersonal style and an out-going demeanor and ability to consistently demonstrate common sense, teamwork and excellent judgment in decision making
- Demonstrated ability to be entrusted with sensitive information and conduct daily activities with the utmost professionalism and integrity
- Experience with donor management systems, preferred; Blackbaud CRM knowledge ideal
- A basic understanding of general museum standards, ethics, and best practices as outlined by the American Alliance of Museums *Framework for Museum Excellence*
<https://www.aam-us.org/programs/ethics-standards-and-professional-practices/>
- Demonstrated competency using Microsoft Office Suite products

The Director of the HMMSA reports directly to the Chief Executive Officer (CEO).

The above job duties and responsibilities describe the general nature and level of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory of all duties required of employees in this job.

To apply, please send a cover letter and resume to hr@jfsatx.org.