

The Intermuseum Conservation Association (ICA)

Executive Director Position Description

Mission Statement: Art and cultural heritage preservation, conservation, and education for the benefit of all the citizens of Ohio and the lower Midwest.

The Intermuseum Conservation Association (ICA) is an Ohio nonprofit corporation operating a regional art conservation center located in Cleveland, Ohio. It was the first such regional conservation laboratory in the United States. ICA currently offers conservation and preservation treatments for paintings, murals, works on paper, documents, objects of all media, outdoor sculpture, monuments, and textiles. ICA remains dedicated to “art and cultural heritage preservation, conservation, and education” for the benefit of all the citizens of Ohio and the lower Midwest.

The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

- 1) Board Governance: Works with the Board of Directors in order to fulfill the organization’s mission.
 - A. Responsible for leading the ICA in a manner that supports and guides the organization’s mission as defined by the Board of Directors.
 - B. Responsible for communicating effectively with the board and providing, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions.
- 2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
 - A. Responsible for the fiscal integrity of the ICA, to include submission to the board of a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
 - B. Responsible for fiscal management by operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - C. Responsible for fundraising and developing other resources necessary to support the ICA mission.
- 3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
 - A. Responsible for implementation of the ICA’s programs that carry out the organization’s mission.

- B. Responsible for strategic planning to ensure that the ICA can successfully fulfill its Mission into the future.
- C. Responsible for the enhancement of the ICA's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.

4) Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- A. Responsible for effective administration of the ICA operations.
- B. Responsible for the hiring and retention of competent, qualified staff.
- C. Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

Professional Qualifications:

- A. Domain expertise in art and cultural object conservation and preservation
- B. At minimum a bachelor's degree, with master's degree preferred
- C. Transparent and high integrity leadership
- D. Five or more years senior nonprofit management experience
- E. Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- F. Ability to maintain and expand earned revenue component of operating budget
- G. Strong organizational abilities including planning, delegating, program development, and task facilitation
- H. Ability to convey a vision of the ICA's strategic future to staff, board, volunteers, and donors
- I. Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- J. Skills to collaborate with and motivate board members and other volunteers
- K. Strong written and oral communication skills
- L. Ability to interface with and engage diverse volunteer and donor groups
- M. Demonstrated ability to oversee staff and create a collaborative work environment
- N. Strong public speaking ability

Position Opening

Intermuseum Conservation Association (ICA) Executive Director

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The ICA Executive Director is responsible for:

1. Developing and managing annual budgets.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as the ICA's primary spokesperson to the organization's constituents, the media, and the general public.
4. Establishing and maintaining relationships with various organizations throughout the state and utilizing those relationships to strategically enhance the organization's Mission.
5. Reporting to and working closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the Foundation throughout the State.
6. Staffing and supervision of ICA staff, facilitating a collaborative, team environment.
7. Strategic planning and implementation.
8. Participating in board and committee meetings and working collaboratively with the board president to plan and implement meetings.
9. Overseeing marketing and other communications efforts.
10. Reviewing and approving contracts for services.
11. Other duties as assigned by the Board of Directors.

Salary commensurate with experience and other qualifications. Quality benefits package includes health and PTO.

Resumes with cover letters will be accepted until May 15, 2017 or until the position is filled.

Email cover letters and resumes to the search committee at: Search@ica-artconservation.org