



## Assistant Director

The Baltimore Museum of Industry seeks an Assistant Director to serve as an integral member of the BMI's senior management team, participating in long-range planning and providing overall management of the museum. The Assistant Director supports the Executive Director in efforts to ensure long-term financial stability, expand creative capacity, and enhance overall institutional reputation. In the absence of the Executive Director, the Assistant Director is charged with day-to-day leadership decisions.

The Assistant Director ensures the smooth operations of a busy museum with a five-acre campus, two historic buildings, 15 f/t and 25 p/t employees, an annual operating budget of \$2 million, and an annual attendance of 170,000 adults and school visitors. The Assistant Director provides overall supervision for human resources management, financial planning and oversight, and maintenance of historic sites and campus. The position provides administrative liaison to the Board of Trustees, supervises Finance and Facilities staff, coordinates functions among museum departments, and fosters inter-departmental communication.

The BMI recently completed a three-year strategic plan that foresees significant growth in programs and services, and is launching a campus master planning process. The ideal candidate will be able to envision, plan for, and manage change, and to adapt quickly in a fast-paced environment.

### Responsibilities:

#### Planning

- Provide strategic counsel to the Executive Director
- Track progress in implementation of the institutional strategic plan, working with senior management to identify and analyze areas of concern or notable growth, and adjusting goals and objectives accordingly
- Work with senior management team to establish overall goals and messaging for capital campaigns
- Together with Executive Director, envision and plan for future growth of museum campus; manage campus master planning process

#### Management

- Develop, coordinate, and execute policies and procedures affecting all areas of the museum and recommend and implement systems to improve museum operations
- Manage daily office operations; negotiate contracts; manage vendor relationships; order office supplies; act as primary liaison with the museum's tenants
- Coordinate IT functions and serve as liaison with IT consultant
- Provide overall supervision of the museum's retail shop and plans for its growth

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## Finance

- Oversee development and administration of the annual budget, working with senior staff to determine departmental and programmatic goals and ensure that income and expense projections support those goals; forecasts funds needed for staffing, contractual services, equipment, materials, and supplies
- Monitor budget and keeps senior leadership and Board abreast of the institution's financial status
- Ensure that policies and systems that support financial control and effectiveness are in place and fully functioning
- Provide overall coordination of annual audit and manage communication with audit firm
- Oversee the production of all financial reports, including monthly financial statements and analyses of performance; supervise the annual audit and the preparation of the 990
- Supervise Finance Manager

## Staff Supervision and Human Resources Management

- Coordinate activities and functions among museum departments and foster inter-departmental communication
- Oversee all personnel-related functions, including hiring, training and staff professional development, benefits planning and administration, compliance, and termination actions, reviews, employee contracts, and administration of personnel files
- Plan and manage monthly all-staff meetings and develop agendas for weekly senior team meetings
- Establish and coordinate volunteer management program

## Facilities

- Work with Executive Director to secure public bond funds for capital projects that are critical to the museum's continued growth and improvement; manage bond-funded construction projects, including application, implementation, and construction, coordinating with the Maryland Historical Trust and other entities as necessary
- Ensure smooth functioning of all building systems by managing vendors and contracts
- Ensure buildings and grounds are clean and well maintained
- Supervise Sales and Operations Manager

## Board

- Provide administrative liaison to the Board of Trustees; coordinate Trustee orientation; maintain all Board minutes and records; schedule and coordinate Board meetings; disseminate meeting materials to the Board
- Staff the Board Finance Committee and the Board Real Estate Committee, developing agendas, preparing materials, and maintaining minutes and other records

## Outreach and Government Relations

- Develop and nurture relationships with local and state elected officials on behalf of the museum
- Represent the museum in public meetings and with stakeholders, funders, and community members as necessary

## Qualifications:

- BA required, graduate degree in non-profit management or related field preferred
- At least 10 years of overall professional experience, including 5+ years of broad financial and operations management experience, preferably in the non-profit field
- Demonstrated record of increasing on-the-job responsibilities in a management position, including staff supervision
- A successful track record in setting priorities; attention to detail; keen analytic, organizational, and problem solving skills
- Human resources experience including familiarity with management of benefits plans
- Experience managing sites or facilities, preferably with knowledge of historic preservation standards
- Excellent written and oral communication and relationship-building skills with an ability to negotiate and work comfortably with a variety of internal and external stakeholders
- Ability to multi-task in a fast-paced environment, and to adapt to change

Salary commensurate with experience

To apply, please send cover letter, resume, and names of three references to Carole Baker, Deputy Director: [cbaker@thebmi.org](mailto:cbaker@thebmi.org)

*The Baltimore Museum of Industry provides equal opportunity to all applicants for employment. No applicant shall be discriminated against on the basis of race, color, religion, sex (including pregnancy), national origin, age, disability, genetic information, or any other legally protected classification*