



EXECUTIVE DIRECTOR POSITION

6th Cavalry Museum | Fort Oglethorpe, Georgia | March 2022

OPPORTUNITY

The mission of the 6th Cavalry Museum is to honor and preserve “history for all” through exhibitions, reenactments, and school outreach. We share the stories of the Americans who served, as well as the ways that the post shaped the culture of Northwest Georgia and our nation.

The Museum employs one full-time and one part-time staff member, is governed by a 15-member board of directors and operates with a \$150K annual budget. The Museum seeks an energetic and skilled leader to continue the organization’s recent growth and lead this local gem into its next chapter.

MUSEUM HISTORY

In 1902, the United States Congress established a U.S. Army Post adjacent to Chickamauga Battlefield. The post took the name of Fort Oglethorpe and became the home for the U.S. Cavalry. Today, the 6th Cavalry Museum is dedicated to sharing stories of the men and women who served America from the Civil War through the first half of the 20th Century. The museum holds the touchable memories of those that served from 1902 to 1948 as cavalry men, medics, Women’s Army Corps (WACs), officers, and infantry.

Beyond the geographic boundaries of local counties, the 6th Cavalry Museum also serves visitors from Chattanooga and Southeast Tennessee, Huntsville, and Northeast Alabama, as well as visitors to nearby Chickamauga Battlefield from the entire United States. With Chickamauga and Chattanooga National Military Park’s mission to focus on the American Civil War, the 6th Cavalry Museum shares the stories that came out of Fort Oglethorpe during the first half of the 20th Century.

MUSEUM TODAY

The 6th Cavalry’s leadership has spent the past three years building the infrastructure necessary to prepare for a capital campaign. Its board of directors embarked on a five-year strategic plan in 2018 which included strategies to increase operational capacity, board engagement and powerful partnerships. Despite the pandemic, the Museum has continued the momentum created by our successes over the past three years.

This is an exciting time for a new leader as the Museum begins the process of planning a capital campaign to upgrade the museum facility infrastructure to support programming through the display and maintenance of our unique artifacts and redesign permanent exhibits to highlight a century of sacrifice from the men and women who served in Fort Oglethorpe.

POSITION SUMMARY

The Executive Director (ED) candidate will be the public face for the 6th Cavalry Museum as we build on an 18-year track record of honoring and preserving rich military history. Working alongside the board, the ED is a key player in establishing and maintaining positive relationships with the local community, state, and national partners. They will be passionate about our mission, deliberate in developing plans to achieve it, and skilled in bringing resources to support the organization.

The ED will have demonstrated experience in the following areas: customer service/visitor experience; cultivation of diverse constituents including board members, collaborators, and funders; fundraising with a successful track record of grant-writing and special events; and solid fiscal management.

RESPONSIBILITIES

- Drive the Museum's fundraising efforts. Provide leadership to identify new income sources. Nurture existing and prospective corporate, foundation, and individual sponsors. Author grants, oversees evaluation, data analysis, and reporting.
- Manage the Museum's budget throughout the fiscal year; keeping board apprised of status and concerns. Oversee the annual audit and work with Finance Committee to create annual budget.
- Oversee staff including workflow, project management, and time allocations.
- Oversee development and execution of Museum exhibits and programs.
- Serve as primary spokesperson with the media.
- Act as primary liaison with community members, foundations, government officials and other organizations/businesses.
- Serve as primary staff contact with the Board of Directors, produce documents and relevant information as directed by the Board and Executive Committees, oversee all Board communications, work with Board Chair to develop committees, timelines, meeting dates, etc.
- Work with the Board to develop annual Strategic Plan and Development Plan.
- Engage with the Northwest Georgia community and serve as the face of the Museum through public speaking, presenting Museum programs information and working with local agencies for the betterment of the city of Fort Oglethorpe and surrounding municipalities.
- Other duties as assigned by the Museum's Board of Directors.

QUALIFICATIONS

- Minimum 5 years of leadership experience in a nonprofit, small business, or tourist attraction
- Passionate about promoting and developing history
- Demonstrated initiative, autonomy, and strategic thinking
- A proven record of fundraising including grant writing
- Excellent communicator, skilled in developing new relationships
- Effective in leading and developing staff. Ability to prioritize and balance efforts to achieve short- and long-term organization objectives
- Financial management skills, including budget development and management
- Strong project management skills with the ability to balance multiple projects, competing demands, and changing priorities. Adaptability and flexibility are key skills.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- May work in varied extreme outside weather conditions during special activities and fundraising events including occasional evenings and weekends
- Work in a highly dynamic environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts
- May work at a desk and computer for extended periods of time
- May need to climb stairs, walk distances of one-mile, stoop, bend, and lift 30 pounds.

APPLICATION PROCESS & ANTICIPATED SALARY RANGE

- A review of applications will begin in mid-March 2022
- Apply via 6thcavalrymuseum.org. Questions can be directed to: search@CommunityConsultants.co
- The annual compensation package is anticipated to be between \$50,000 to \$60,000 per year. Due to the small size of the organization, the Museum is unable to offer private health insurance coverage.

DIVERSITY, EQUITY, AND INCLUSION STATEMENT

6th Cavalry Museum is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state, or local law. Each person is evaluated based on personal skill and merit. 6th Cavalry Museum's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, and termination.