



# TAOS ART MUSEUM at FECHIN HOUSE

## Seeking Executive Director

### Qualifications

- The ability to provide strong leadership, vision and strategic direction.
- Excellent planning, time management, decision making, research and IT skills.
- Proven ability to work co-operatively, diplomatically and effectively with Board of Directors, Volunteers, Staff and in Community Relations.
- Minimum of 2 years of professional fundraising.
- Bachelor's Degree required; Master's Degree preferred.

### Job Description

- Manage all aspects of operations: Budgeting, exhibitions, development and maintaining TAM's collection and physical campus.
- Recruit, manage and train direct staff, volunteers & docents.
- Prepare an annual budget with the Treasurer; monitor monthly financials budgets.
- Oversee store revenue/expenses.
- Develop an Annual Fundraising plan; take primary role in fundraising w/ Board of Directors & Development Committee. Seek and administer grants.
- Oversee membership programs
- Seek ways to increase attendance and public awareness.
- Oversee marketing and public relations for TAM.
- Plan and implement an annual calendar of programs, exhibitions, events & community outreach activities.
- Oversee the preservation and maintenance of the collection and the historic Fechin House.

**Salary:** TBD, commiserate with experience.

**Please submit resume for consideration to: [director@taosartmuseum.org](mailto:director@taosartmuseum.org)**