



*Founded in 1967 as the
Hidalgo County Historical Museum*

Chief Executive Officer Position Profile

Location: Edinburg, Texas

Reports to: Museum of South Texas History board of directors

Organization overview

For a half-century, the Museum of South Texas History has chronicled the borderland heritage of South Texas and Northeastern Mexico, preserving its rich history. Founded in 1967, the museum opened its doors in 1970 as the Hidalgo County Historical Museum in the Hidalgo County Jail built in 1910. The 1910 Jail continues to be one of the most popular sections of the museum and has just undergone a complete restoration as part of a \$2.85 million campaign; development of new exhibits has begun. In 2003 the museum completed a \$6.5 million capital campaign, providing a 22,500 square foot wing that includes the Museum Store, Grand Lobby, and permanent exhibits and increasing its endowment by \$1.0 million. At the completion of the expansion, the museum changed its name to better reflect its mission “to preserve and present the borderland heritage of South Texas and Northeastern Mexico.”

Additional capital projects have included property acquisition and development of Will Looney Legacy Park in 2008, which is awaiting initiation of Phase II. The museum was accredited by the American Alliance of Museums in 2013 and will be up for reaccreditation in 2023.

MOSTHistory will celebrate its 50th anniversary in 2020, which presents the museum with an opportunity to relaunch and reinvigorate its brand.

The museum is overseen by a 24-member board of trustees with a six-person executive committee and 19 staff members. An Advisory Council of 10 and three Emeritus Trustees actively support the museum and participate in its activities. An operating budget approaching \$2 million includes support from an endowment of almost \$4 million. Approximately 40% of operating revenue comes from local government grants, with various forms of fundraising contributing more than 30% and earned revenue adding approximately 25%. For more information, visit www.mosthistory.org.

Position summary

The Museum of South Texas History (MOSTHistory) is seeking a highly talented and experienced CEO with an entrepreneurial spirit to continue the momentum and success of the museum in light of the forthcoming retirement of its long-time executive. The new leader will answer to MOSTHistory’s board of directors and will be responsible for the professional leadership and management of the museum, taking a proactive stance to better position MOSTHistory for growth.

The ideal candidate will be a passionate and visionary leader who is excited by MOSTHistory’s mission and who wants to deepen the museum’s role as a key cultural and educational institution in the Rio Grande Valley/South Texas region and beyond, taking the region’s “live-work-play” motto as a driver for museum growth.

Crucial elements of the CEO role include brand-raising, fund development, and outstanding business management. The CEO will manage a well-loved and well-recognized organization with the support of a strong senior leadership team, while building for succession in all departments. The board would like the CEO to develop a strong and viable business plan; take a fresh look at the museum's organizational structure and current talent; and examine the museum's use of technology and social media in marketing and community outreach. The CEO should also maintain a strong communication channel with the board.

Key responsibilities

- Serving as high-level strategic partner to the board of directors; executing on museum vision, strategy, and planning.
- Strengthening and carefully stewarding key donor relationships.
- Making use of visitor and donor data to identify the museum's strengths and weaknesses and to ensure that goal-setting and decision-making are supported by the numbers.
- Continually inspire museum staff to create an exciting and robust visitor experience.
- Generating and cultivating new sources of revenues, while growing memberships and increasing volunteer opportunities.
- Managing future capital development projects and all museum facilities, including new construction.
- Effectively representing and promoting MOSTHistory at the local, regional, and state levels.
- Driving the creative process to firmly establish a relevant and highly visible brand for MOSTHistory.
- Motivating and mentoring staff for optimal results; ensuring organizational development and effectiveness to create staff loyalty, job satisfaction, and competence.
- Instilling in staff, volunteers, and partners a sense of urgency, ownership, and accountability. Encouraging excellence, attention to detail, and adherence to core values throughout the organization.
- Maintaining relationships of mutual understanding and respect with leaders from such arenas as business, government, academia, community groups, and funding organizations, including endowments.
- Serving as principal professional and administrative officer to the board and its key committees. Guiding and assisting them in matters of policy formulation, interpretation, board recruitment, and board development.
- Appointing staff liaisons to enhance the capacity of board committees to concentrate efforts where and when needed, to ensure effectiveness and achievement of outcomes.
- Enhancing board member engagement and leveraging talent to bring about the highest level of board fulfillment.

Qualifications and Requirements

- A minimum of 10 years of comprehensive management experience, with at least three years as a very senior executive at a museum or similar educational/cultural institution. Comparable experience in the private sector may also be considered.
- Proven track record of leading an organization of at least MOSTHistory's size. Experience in successful rebranding and marketing of an organization, its events, and other offerings.
- Experience in scaling rapid, sustainable growth; thorough understanding of revenue streams, including grants, fundraising, and earned revenue. Significant experience in fund development (paid executive, non-profit board service, or involvement with a capital campaign).
- Bachelor's degree required; advanced degree or certifications preferred.
- Experience working with a volunteer board of directors and multiple stakeholders. Collaborative skills and proven ability to work with diverse groups. Strong ability to build community.
- Outstanding business acumen and strong financial background. Deep understanding of sound budgeting and how to execute with a timeline.

- Savvy in the use of technology and social media.
- Experience serving in a “face of the organization” role with media, governmental bodies, and other entities.
- Bilingual (English/Spanish) fluency strongly preferred.

Executive Competencies and Desired Personal Traits

- Passion and energy for MOSTHistory’s mission; vision for the museum’s future.
- Strong verbal, written, and presentation skills to communicate with such audiences as the public, museum membership, community, media, and government officials.
- Ability to lead, motivate, grow, and diversify volunteer leadership and committee participation, particularly among younger professionals in the community.
- Strategic thinker. Able to understand the big picture while paying attention to detail.
- Effective leadership skills to maintain the high quality of staff and promote advancement opportunities, career development, and innovation.
- Strong interpersonal skills and emotional intelligence to maintain and grow relationships with and among staff, board, external stakeholders, and current/potential funders, including corporations, foundations, and individuals.
- Executive presence, polish, and self-confidence in the public sphere without self-importance.
- Intellectually curious, creative, well-read, energetic, resourceful, and enthusiastic.
- Excellent judgment and integrity above reproach.

Compensation

Competitive compensation, including relocation package and benefits.

Please Contact:

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All inquiries will be treated confidentially.

Please DO NOT contact MOSTHistory or its board members directly about this opportunity.