

## Executive Director Ad

# EXECUTIVE DIRECTOR



The Polish Heritage Center at Panna Maria, which honors the first and oldest permanent Polish settlement in America, seeks an Executive Director. The Executive Director reports to a 12-person Board of Directors.

The successful candidate for this position will be a creative and dynamic team player with an inclusive leadership style who holds a Master's degree in History, Museum Science, Business Administration, Public Administration or other relevant discipline. Progressively responsible senior leadership experience that includes at least eight years of financial and human resources management responsibilities in a museum, educational institution, for-profit corporation, or non-profit entity. A proven track record managing business development, strategic and operational planning, complex budget management, revenue and expense analysis, community relations, and a successful record of raising funds from diverse sources.

The Executive Director will hire and supervise the Marketing & Program Manager and the Librarian Archivist, and certain part-time employees as needed.

Exceptional verbal and written communication skills that include public speaking and presentation skills are required. All applicants are required to be proficient in the use of Microsoft Office Suite products in a Windows environment; plus oversight of DonorPerfect. Additional experience may be substituted for a Master's Degree.

The ideal candidate will be of full or partial Polish heritage and have a passion for Polish heritage and history, and possess a track record that demonstrates success in increasing revenue, membership or other key metrics for an established business or museum. Polish language skills would be beneficial.

Interested applicants should contact Mr. Aloys Notzon, Vice-Chair, Board of Directors, at 210-846-1717 or [alnotzon@grandecom.net](mailto:alnotzon@grandecom.net) for more information.

The PHC will be the preeminent Polish heritage center in the United States, and intended to be a dynamic educational institution focused on honoring and sharing the stories of those initial immigrants against a background of Polish history and culture.