

Class Concept

The Executive Director is the leader of the North Carolina Transportation Museum (NCTM). Employee provides the unified vision that coordinates both the long-term, strategic course and daily activities of the institution. The director is responsible for the effective recruitment, development, deployment of teamwork and collaboration among the staff and the accurate management of the financial and physical resources of the institution. The executive director is the primary manager of all the NCTM's external relationships and is the public face and lead spokesperson of the institution. Diplomatically coordinating the advice and guidance provided by multiple stakeholder individuals and groups, the Director is responsible for the performance of all staff (state and Foundation) as well as volunteers in meeting the goals and objectives driven by the mission of the institution. Employee is also the institution's lead fundraiser, collaborating and networking with a wide range of internal and external stakeholders to generate essential funding for the institution. The executive director is responsible for ensuring that the NCTM is following all state and federal laws and regulations, departmental policies, and museum professional ethics. The executive director of the NCTM serves as a division director in the Office of Archives and History and takes part in the development and execution of departmental policies and cross-divisional activities as directed by the department's senior leadership. The Executive Director engages with leadership discussions with the North Carolina Symphony, North Carolina Museum of Art, North Carolina Arts Council, State Library, Historic Preservation Office, Office of State Archaeology, the Division of History and Maritime Museums, the Division of State Historic Sites and Properties, the State Archives, and the Department of Cultural Resources administrative offices of Finance, Marketing, Human Resources, Audit, Legal, and Legislative Affairs.

Recruitment Standards

Knowledge, Skills, and Abilities

- Strong leadership and management skills.
- Strong listening and communication skills.
- Excellent organizational skills and familiarity with group dynamics and meeting facilitation.
- Keen awareness of and interest in history, education, decorative arts and material culture.
- Ability to interact successfully with diverse groups and individuals.
- Ability to promote, develop and maintain partnerships and consensus.

Minimum Education and Experience

Master's degree in History, Public History, Museum Studies, Public Administration, Law, or related field from an appropriately accredited institution and five years of leadership experience in a museum or nonprofit educational or cultural organization involved in collaborating with multiple organizations and participating in revenue generating activities; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.