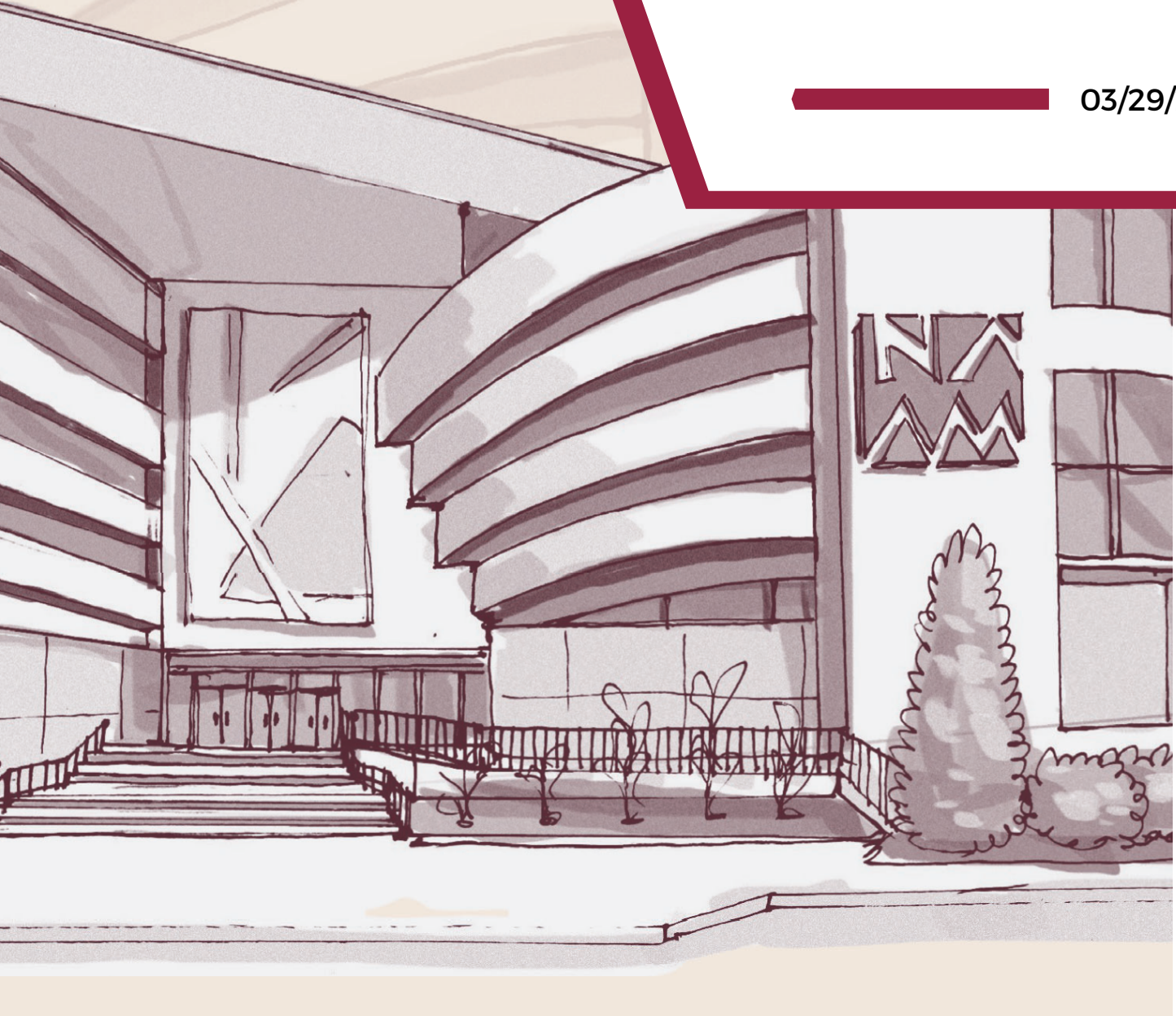


**OUR FUTURE  
STARTS NOW**

**POSITION  
ANNOUNCEMENT**

03/29/2024



**Executive Search for:**

Chief Executive Officer for Northwest African American Museum

## POSITION ANNOUNCEMENT

# INTRODUCTION



Northwest  
African American  
Museum



The Northwest African American Museum (NAAM) is seeking a new Chief Executive Officer. This is an exciting opportunity for a visionary leader with an entrepreneurial mindset who is poised to guide a cultural arts institution into its next chapter.



# ABOUT NAAM



The Northwest African American Museum (NAAM) is an anti-racist, pro-equity, affirming gathering place of hope, help, and healing.

The museum is at the heart of African American history, art, and culture. NAAM rises to meet the needs of its visitors by centering the celebration of the Black experience, spreading educational empowerment, and pursuing equity and justice as its guiding pillars.

NAAM occupies the ground floor of the historic Colman School building next to Jimi Hendrix Park. Since its opening in 2008, NAAM has launched countless arts programs, presentations, and events that center the Black Pacific Northwestern experience. Two large galleries feature rotating exhibits that showcase Black Pacific Northwestern artists, historical and cultural exhibits, and more. NAAM also utilizes sounds, videos, and interactive areas to teach and connect with visitors about topics such as the history of Black music, the African diaspora, and prominent Black historical figures.

# ABOUT NAAM



NAAM runs several programs that focus on education, youth literacy, and community services. Additionally, the museum hosts a robust calendar of events that range from talks by the descendants of Civil Rights heroes to celebrations or recognition of integral holidays to film screenings. NAAM is a place for our community to learn, share, and reflect and be reflected.

At the heart of the African American experience in the Northwest is the story of a remarkable journey to this region, the establishment of a vibrant community, and the ways in which that community thrived. NAAM's mission has always been to present and preserve the connections between the Pacific Northwest and people of African descent; and to investigate and celebrate Black experiences in America through exhibitions, programs, and events.

With a general operating budget of approximately \$2.5m and the support of a 10-person team, the museum offers a wide range of activities and educational programs, from the award-winning Youth Curator Program to the award-winning Juneteenth Week celebrations.



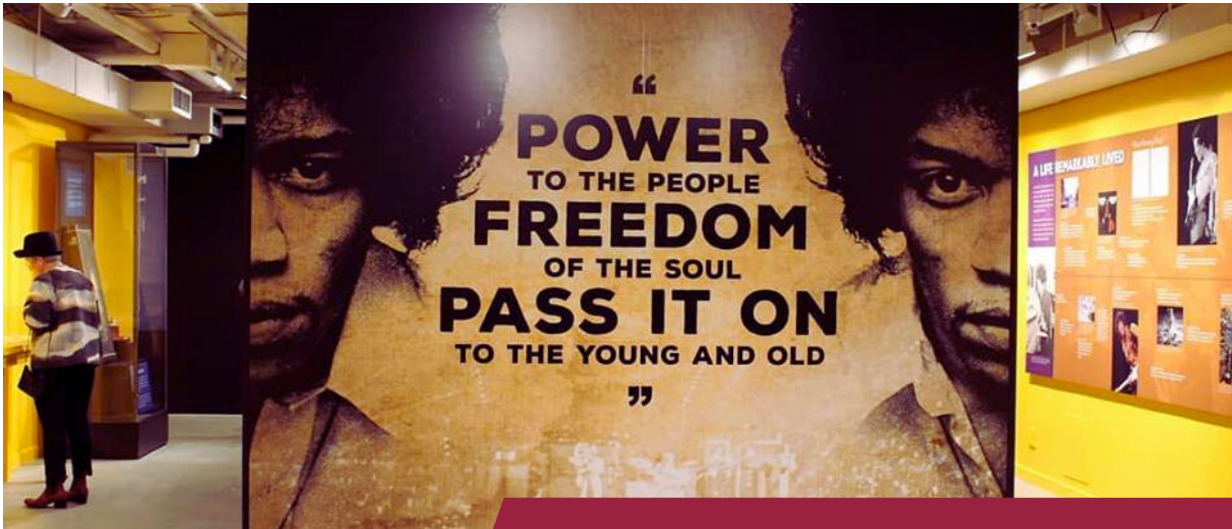
# NAAM IN THE COMMUNITY



Since 2020, the museum’s “Knowledge Is Power” program has given away 25,000+ Black-centered Pre-K through 12th-grade books at local community and school-based events. These books center, reflect, and affirm Black children, increase literacy, and provide representation that is lacking in mainstream media and many school reading lists.

NAAM reaches audiences worldwide through its “Interactive Story Time” program. The program utilizes children’s books that center on Black experiences, history, art, and culture. These books are read, animated, and shared for free on NAAM’s YouTube channel. Animated characters voiced by NAAM staff or special guests interact with children through questions and activities. Themes include well-being, confidence, Black history, and more.

# NAAM MISSION + VISION



## MISSION

We are a Northwest museum that uses Black heritage to cultivate healing and hope for all.

NAAM spreads knowledge, understanding, and enjoyment of the histories, arts, and cultures of people of African descent for the enrichment of all. We accomplish our mission by working with others to:

- Present and preserve the connections between the Pacific Northwest and people of African descent; and to
- Investigate and celebrate Black experiences in America through exhibitions, programs, and events.

---

## VISION

We envision a future where equity is reality for all.

Furthermore, NAAM envisions a Pacific Northwest region where the important histories, arts, and cultures of people of African descent are embraced as an essential part of our shared heritage and future.



# NAAM VALUES



## VALUES

- We value mutual respect in all of our interactions.
- We value creating a safe place for bold and meaningful exploration of diverse viewpoints with and within communities of African descent.
- We value education and learning as powerful lifelong tools for engagement, growth, and vitality and we seek to infuse learning opportunities in all museum activities.
- We value working in partnership with others to foster exchange with the community.
- We value the highest professional museum practices and standards of excellence.
- We value multigenerational and multicultural inclusion and are dedicated to providing an accessible experience.
- We value resilience and joy.



# POSITION DESCRIPTION



## LOCATION

Seattle, Washington  
(On-site, Hybrid)

## COMPENSATION RANGE

\$150,00 - \$180,000

The Chief Executive Officer (CEO) will provide full-time professional services to NAAM, ensuring the diligent and faithful performance of all duties outlined in the bylaws and assigned by the Board of Directors, including overseeing Board operations, program delivery, financial management, human resources, community engagement, and maintaining a positive public image for the organization.

Additionally, the CEO will collaborate with the Board to develop, refine, articulate, and implement a strategic plan for programming in African American history, arts, and culture that supports a compelling external image of NAAM for public relations, fundraising, and community engagement purposes.



# PRIMARY RESPONSIBILITIES



## Board Administration and Support

- Supports operations and administration of the Board by advising and informing Board members, interfacing between Board and staff, and supporting the Board's evaluation of the Executive.

## Program, Product, and Service Delivery

- Oversees design, marketing, promotion, delivery, and quality of programs, products, and services provided by the Company, ensuring maintenance and expansion of the Donor and Member base.

## Financial, Tax, Risk, and Facilities Management

- Recommends yearly budget for Board approval and prudently manages organization's resources within those budget guidelines in accordance with current laws and regulations, subject to Board approval. The Executive shall work collaboratively with the Board with respect to any material deviations from the budget.

## Human Resource Management

- Effectively manages the human resources of the organization in accordance with authorized personnel policies and procedures that fully conform to current laws and regulations. The Executive shall have full authority regarding employees, subject to Board oversight, and shall hire, fire, and set terms and conditions for employment and compensation based on applicable employment policies adopted by the Board and with the Board's authorization.

## Community and Public Relations

- Assures the organization and its mission, programs, products, and services are consistently presented in a strong, positive image to relevant stakeholders.

# IDEAL CANDIDATE



## DESIRED SKILLS AND KNOWLEDGE OF THE CEO

- Should possess the ability to collaborate with the Board to craft, refine, and execute a strategic plan for African American history, arts, and cultural programming, recommend budgets, effectively manage resources, and implement personnel policies in accordance with legal requirements, established guidelines, and organizational goals.
- A transparent, authentic, and passionate leader with a visionary approach to organizational growth, who is also a strategic thinker with a creative mindset.
- A background in history, arts, and museum management with a passion for learning and studying the organization's rich history and future trajectory.
- Experience in fundraising and a vocal presence within the community, with a focus on development fundraising and skillful ability in launching a capital campaign for a new museum.
- Deep expertise in executive management, showcasing dynamic and strategic leadership abilities.
- Strong understanding of financial management and budgeting.
- Proven track record in human resource management, ensuring compliance with all applicable laws and regulations while fostering a positive and inclusive work environment.
- Demonstrated leadership in fostering employee engagement and professional development while excelling in community and public relations to positively represent the organization's mission and offerings to stakeholders.
- Skilled in maintaining stability and adeptly navigating change management, with strong managerial capabilities encompassing conflict resolution and a solution-oriented approach to challenges.



# IDEAL CANDIDATE



## DESIRED SKILLS AND KNOWLEDGE OF THE CEO

- 5+ years of executive leadership in a growing museum or historical society with an emphasis on African American history and/or arts, or other relevant organizations.
- An advanced degree in African American history, museum studies or a related field.
- Successful track record of museum operations
- A proven track record of building relationships with the media, government officials, donors, community, foundation and corporate leaders
- Ability to recruit, maintain, and affirmatively manage a team.
- Leadership abilities – leadership of not only the team and Board of Directors, but also donors, sponsors, partners and the broader community.
- Expertise in fundraising and financial management for arts and culture organizations.
- Ability to manage development of a new facility, and relocation.
- Connections with local/national African American communities.

# POSITION ANNOUNCEMENT

# NEXT STEPS



[Click here](#) to apply to be the next Chief Executive Officer at the Northwest African American Museum (NAAM).

---

**THANK YOU, AND WE  
LOOK FORWARD TO  
WORKING WITH YOU.**