



The Ruth Mott Foundation is accepting resumes for a full time Director of Collections & Education at Applewood Estate in Flint, Michigan. Once home to Charles Stewart Mott and his family, Applewood Estate dates back to 1916. The estate is now owned and operated by the Ruth Mott Foundation and consists of award-winning gardens, historic buildings, and collections of art, artifacts, archives, and photographs.

Job Posting: Director of Collections & Education (Full Time)

Job Purpose: To strategize, develop and manage the Foundation's estate-based educational programs and events that make use of the Mott family legacy, collections and archives and advance the Foundation's mission, vision and strategic plan. Works with community organizations and partners to shape and target foundation programs and events. Manages the preservation of and access to the historic collections.

Essential Duties and Responsibilities:

Management & Leadership

1. Cultivates relationships and partnerships with government, businesses, philanthropic community, community organizations, educational organizations and professional organizations for leveraging foundation programs and developing strategic initiatives.
2. Keep current on developments/best practices in areas of collections preservation and management, educational programs and visitor experience.
3. Oversees all phases of estate-based program development, implementation and evaluation including budgeting, planning, execution, community relations, marketing/communications, etc.
4. Directs and supervises collections & education department employees, student interns, volunteers and independent contractors in preservation, interpretation, program, event and visitor experience planning, design, management and evaluation.
5. Represents the organization with external audiences as required.
6. Prepares reports and materials for the President and members of the Board of Trustees.
7. Works with the President to implement and uphold policies and procedures related to educational programming, events, visitor experience and collections management including risk management and emergency response.
8. Participates in foundation management/leadership team through participation in weekly "Managers' Circle" team meetings to discuss management and leadership issues.

Collections

Department head responsible for the safety and care of all Mott family collections, archives and historical documents; for the physical control (storage, handling and access) and the intellectual control (records, finding aids, inventories) of the collections including furnishings, fine and decorative arts, artifacts, books and archival materials (documents, photographs).

Education

Department head responsible for the design and implementation of plans for collections' use in educational programs and events that carries forward the legacy of the Mott families; and ensures their effective positive contemporary use in the greater Flint area and beyond.

Visitor Experience

Department head responsible for the design and implementation of plans for ensuring exceptional visitor experiences. This includes programs, events, amenities and customer service that reflect the foundation's values and exceed visitor expectations.

Qualifications:

- Master's degree in history, art history, anthropology, museum studies, library science, public administration, nonprofit leadership or related field.
- Minimum five years of experience in museum collections management or museum education.
- Demonstrated ability to lead, manage and motivate others.
- Knowledge of the nonprofit sector and business/operational management including finance, administration, human resources, project management and strategic planning.
- Excellent organizational, interpersonal, and communication skills.
- Proficiency with Microsoft Office Suite and collections management databases.
- Strong written and verbal communication skills required.
- A solid understanding of community engagement or direct experience working collaboratively with individuals from all sectors of the community and a commitment to diversity and inclusion.

Essential Physical and Work Environment Demands:

Ability to travel up and down stairs; bend, stoop, and lift to move materials; to pull/push, lift and carry up to 55 pounds on a regular basis; and to reach both above and below shoulder height. The nature of the work requires the ability to work in both indoor and outdoor environments in varying temperatures and weather conditions. Must be able to work at least 40 hours a week including some evenings and weekends. Must have reliable transportation and the ability to travel to and from Applewood to the Foundation Administration Office as well as into the community for meetings and events. Ability to sit at a computer terminal for long periods of time.

Ruth Mott Foundation recruits team members that are as economically, culturally and ethnically diverse as the community we serve. We are committed to diversity and inclusion in all its forms, including but not limited to race, color, religion, sex, national origin, age, disability, height, weight, marital status, sexual orientation, protected genetic information, veteran status, or any other characteristic protected by law.

To Apply: Email resume and cover letter to Resumes@ruthmott.org