



**VACANCY: DISTRICT SIX MUSEUM EXECUTIVE
DIRECTOR**

Do you want to be part of a cutting edge heritage institution? Would you like to join a dynamic and creative staff team who are committed to telling the story of forced removals in Cape Town and South Africa, and exploring contemporary legacies?

The Museum is seeking a new director who will drive the sustainability of the organisation through resource mobilisation, sound financial planning/management and the establishment of an endowment.

The Museum is on an exciting trajectory as it engages new audiences whilst retaining its core community-oriented approach. The new director will need to understand the importance of marketing and communications, driving this aspect of the Museum's work in tandem with its values and ethos.

If you are passionate about these issues and if you have the following skills, you should consider coming to work for the District Six Museum.

A. PURPOSE OF JOB

As a leader of the management and staff teams the Director is the overall accountable officer and will:

1. Lead, direct and manage the Museum, conduct its external affairs, raise the resources to advance its objectives and ensure good management of its operations. The Director will drive the organisation's progression toward sustainability through resource mobilisation, financial management and the creation of an endowment
2. Provide strategic leadership to the organisation in consultation with the Board
3. To manage the execution of the Board's decisions, especially strategy implementation

B. KEY RESPONSIBILITIES OF THE JOB

1. Organisational Strategy, Leadership, Management

- Provide leadership relating to vision, mission, strategy and programmes of the Museum
- Maintain a sustainable organisation in terms of staff, resources (income), profile and reputation
- Exercise financial oversight
- Work closely with and provide overall support to the Finance Manager to ensure effective financial planning and management and overall financial sustainability of the Museum
- Work closely with and provide overall support to the Operations Manager to develop policies, procedures as appropriate
- Oversee the drafting of budgets, funding proposals, financial and activity reports

- Facilitate the conceptualisation, development and implementation of the organisation's strategy to achieve its vision, mission and strategic objectives
- Manage the activities of the Board of Trustees including its communication needs, ensuring Board participation in the organisation and assisting in its development
- Ensure the organisation is legally compliant
- Ensure that organisational planning, monitoring and assessment is routinised

2. Resource Mobilisation (financial, human, material)

- Bears primary responsibility for sustainable fundraising for the Museum by soliciting funding to support the implementation of the operational plan
- Primary contact with prospects, donors and strategic partners
- Networking to build relationships and to create opportunities for support, both financial and other
- Working with programme managers, programme conception, proposal writing, including budgeting
- Report writing as required in donor contracts and those with strategic partners

3. Operational management

- Effective communications strategy implementation
- Oversight of policies and procedures and make recommendations as appropriate to the Trust for effective operations
- Alert Trust to issues that are potentially strategic or problematic in terms of achieving the organisation's goals
- Oversight of the general operations of the Museum including staff performance in conjunction with the Operations Manager
- Oversight of programme implementation and quality control of programmes and projects

4. Programme implementation and management

- Carries oversight of the creative, professional, financial, operational, administrative and staffing aspects of the programme
- Together with programme managers is responsible for programme strategy development in line with the Museum's strategy
- Development of new programmes and project concepts and proposals
- Together with programme managers serves as the point of liaison with external stakeholders on programme matters
- Supervise and mentor programme staff in achieving their deadlines and project activities
- Working closely with managers, coordinate programme planning and implementation
- Synthesize programme budgeting, budget monitoring, reporting and internal budget management
- Recruit and orientate new programme staff with the relevant Programme Manager
- Reporting on the Museum's programme work and delivery (for the Board of Trustees, donors, strategic partners)

5. External Relationships

- Understand the external environment (non-profit, community museums, fundraising, memorialisation and donor relationships)
- Together with the Board, serve as the “face” of the Museum
- Be the prime communicator of the aims, programmes and work of the Museum
- Active engagement with external stakeholders and strategic partners
- Networking with potential stakeholders and partners
- Participation in advocacy as required
- Build the profile, image and credibility of the Museum
- Oversight of all external documentation such as newsletters, annual reports, and other publications
- Participate in local and international conferences and other knowledge sharing platforms – by invitation and where costs can be covered by conference/platforms hosts

C. EDUCATION AND EXPERIENCE REQUIRED

Education

- Relevant 3-year degree or equivalent
- A post-graduate qualification or equivalent would be an advantage
- 5 years’ experience in a job which has similar levels of responsibility

Knowledge

- Knowledge of participatory democracy and the South African political context
- Strong experience in financial management
- Experience in fundraising, donor management, strategy development
- Knowledge of the non-profit, heritage and human rights sectors

Critical Dimensions

- Demonstrated commitment to Museum’s values
- Fundraising ability
- Valid driver’s licence
- Leadership skills
- Interpersonal skills
- Political acumen
- Project management experience
- Organising ability