



POSITION ANNOUNCEMENT

JOB TITLE:	Executive Director, National Art Gallery of The Bahamas (NAGB)
TYPE OF VACANCY:	Senior Management
DEPARTMENT:	Administration
REPORTS TO:	Board of Directors
<p>SUMMARY: This is not a position at the University of The Bahamas. University of The Bahamas is assisting the state-supported National Art Gallery of The Bahamas (NAGB) in identifying the next Executive Director.</p> <p>Opened in July 2003 in the historic Villa Doyle, the NAGB is the first institution of its kind in The Bahamas. The NAGB is a world-class museum with a passion for knowledge and a drive to push cultural boundaries. The NAGB collects, preserves, exhibits and interprets historic and contemporary Bahamian art. The NAGB exists to educate, uplift and inspire.</p> <p>The NAGB is seeking an outstanding candidate to lead this highly progressive institution at a time when cultural leadership and community engagement are critical aspects of national development. The Executive Director (ED) is the Chief Executive of the NAGB and reports directly to the Board of Directors. The ED is also a member of the Board of Directors and works extensively with the Chairman and individual Board Committees in coordinating the overall governance and oversight functions of the Board. The ED is the public face of the NAGB, and works directly with government entities and agencies, cultural institutions, regional and international organizations, as well as the NAGB's major donors. As Chief Executive, the ED is responsible for communicating and promoting the Mission, Vision and Values of the NAGB, overseeing the development and execution of the associated strategic plan, and leading, guiding and evaluating the Chief Curator and other department heads. Finally, the ED is responsible for inspiring the confidence and support of NAGB staff and other key stakeholders toward helping the institution grow and flourish.</p> <p>The ED will oversee a team of approximately 20 full-time and 5 part-time staff, directly managing a five-member senior leadership team with an annual budget of \$1.5 million. This is a full-time position located in Nassau, The Bahamas.</p>	
<p>DUTIES & RESPONSIBILITIES:</p> <p>The ED's duties and responsibilities include, but are not limited to, the following:</p> <p>Institutional Leadership and People Management</p> <ul style="list-style-type: none">• Provide leadership and direction to all departments of the NAGB in the planning, development and management of NAGB programs, operations and facilities.• Develop and maintain standards and criteria for program development and execution.	



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- Assess and manage the NAGB's human resource needs, direct/coordinate employment of NAGB staff and implement operating policy, standards and procedures to assure high quality performance.
- Exercise primary responsibility for the financial management of the NAGB.
- In consultation with the Chief Curator and Acquisitions Committee, develop the NAGB's Acquisitions Policy.
- Solicit and administer NAGB Fine Art acquisitions, in partnership with the Chief Curator and Acquisitions Committee.

Corporate Governance

- Serve as a member of the NAGB's Board of Directors and its Committees;
- Attend Board meetings and provide support to the Board;
- Ensure the preparation and submission of timely and accurate reports to the Board;
- Perform other duties as may be assigned by the Board.

Development and External Communications

- Be the public face and primary spokesperson for the NAGB;
- Oversee a robust public relations program for the institution;
- Use the NAGB's institutional presence to deepen and refine stakeholder and public engagement;
- Expand and maintain revenue generating and fundraising activities;
- Establish and manage donor cultivation strategies;
- Manage and maintain donor and collector relationships.

Strategic Industry and Community Partnerships

- Explore and develop joint programs in cooperation with the University of the Bahamas, and other Government, regional and international agencies;
- Work closely with Directors of other National Cultural institutions and assure full cooperation and coordination in the approach to the development of the NAGB's programs.

Candidate Profile

The Executive Director will be a passionate, accomplished leader with a demonstrated ability to manage a dynamic and evolving institution. The successful candidate will be passionate about the NAGB's mission and will have the skills required to significantly expand the institution's impact through collaborative strategic planning and exceptional entrepreneurial leadership and execution.

The ideal candidate will offer the following skills, experiences and characteristics:



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Passion for the Mission and Vision of the Future: The ED will have a true passion for educating, uplifting and inspiring through the medium of Fine Art. They will understand the unique social, cultural and economic challenges facing the local Bahamian community, and the transformative role this institution should play in meeting those challenges. They will bring an inspirational and entrepreneurial approach to growth and impact, including a demonstrated ability to build support for ambitious goals and drive measurable results. The ED's passion will be motivational, inspiring others to support the NAGB's mission and work.

Creativity and Imagination: The artistic community is a primary stakeholder in the work of the NAGB. As such, the ED must have a healthy appreciation for Fine Arts and a demonstrated ability to deploy creative thinking and imagination in making decisions and executing plans. The successful candidate will have experience with challenging convention and perceived boundaries while maintaining core values in personal and professional life.

Shared Values: The NAGB has ten Core Values, and the meaning of each one is documented on the website; Integrity, Respect, Passion, Altruism, Dedication, Engagement, Growth & Innovation, Diversity & Acceptance, Care and Accountability. The ED candidate will share these Values.

Leadership and Management Expertise: The ED will have demonstrated success in leading a diverse, high-performing initiative or organization toward strategic outcomes. The successful candidate will bring strong people management skills, the ability to mentor and grow leaders, and a highly inclusive, collaborative approach to leadership; and, understand how to work effectively in partnership with an active Government Ministry and Board of Directors. Strong candidates will also possess the operational and financial skills required to lead an organization of the NAGB's size and complexity.

Exceptional Relationship Building and Communication Skills: The ED will be a strong communicator and relationship builder who leads with inclusion and integrity and with a broad group of stakeholders, including the artistic and cultural community, staff, Government of The Bahamas, Board of Directors, donors, collectors and other outside organizations. The successful candidate will understand how to raise the visibility and profile of the NAGB and build a network of relationships, supporting the position of the institution as a leader in the field.

Fundraising Capability: Strong candidates will offer a demonstrated ability to raise funds from a range of sources, including corporate, foundation and individual donors. View fundraising as a core responsibility; and, will be able to work with relevant NAGB staff and Board members to identify opportunities and quickly develop and implement strategies for growth in this area.

In addition to the competencies above, the ED will have:

- A strong record of high academic achievement;
- Completed at least a Master's Degree (PhD Preferred) in a related field, such as Management, Education, Art History or Business Administration;



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- At least five years of Executive Management experience or the most senior role in a non-profit, academic or cultural institution.

Compensation and Benefits

Salary will be competitive and commensurate with skills and experience. The NAGB pays a gratuity of fifteen percent of salary in lieu of formal pension and health benefits. The position comes with five (5) weeks paid vacation and the ED is also provided with a vehicle.

Applicants should send the following:

- Full Résumé or Curriculum Vitae;
- Copies of exam qualifications and degrees earned;
- Three reference letters with phone and email contacts. Reference letters should be current, not exceeding six months since being written.
- Passport-sized photo

Applications will NOT be considered without the complete package.

Submission of Application:

All applicants are to submit application materials electronically to: hrapply@ub.edu.bs
And use the position title, **Executive Director, National Art Gallery of The Bahamas (NAGB)** as their subject.

Terms:	Contractual
Date Published:	August 13, 2021
Application End Date	August 27, 2021
Date to be Removed	August 28, 2021

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Executive Director, National Art Gallery of The Bahamas.