



Propylaeum Historic Foundation, Inc. is a 501(c)(3) nonprofit organization whose mission is the place that connects and celebrates women. Founded in 1888 by women prominent in the suffrage movement, the Propylaeum remains relevant today through its support of women's leadership, arts and culture, and historic preservation.

EXECUTIVE DIRECTOR

The Executive Director will be responsible for carrying out the organization's mission and vision through leadership and management, financial development, and mission-driven programming while adhering to our goals and values.

Goals: Preservation, Partnership, Programs

Values: Collaboration, Inclusiveness, Integrity, Stewardship, Leadership

Reporting Relationship

Position reports to the Indianapolis Propylaeum Board of Directors.

Areas of Responsibility

Leadership and Management

- Implement the Propylaeum's Strategic Plan.
- Recruit, develop, manage, and retain staff.
- Maintain sound financial practices through revenue enhancement and expenditure control, including annual budget development and financial reporting.
- Streamline operations through the enhanced use of Bloomerang technology and improved processes, as well as lead the development and implementation of policies and procedures to support the Propylaeum's operations.
- Work closely and communicate effectively with the Board of Directors.
- Facilitate communication and collaborative relationships among Board, staff, and donors.
- Expand the Propylaeum's community visibility by overseeing communications activities, including the website, monthly newsletter, social media and materials development in conjunction with the Event and Marketing Coordinator.

- Build effective relationships by representing the Propylaeum to stakeholders and organizations throughout the community.

Financial Development

- Increase revenue through developing and managing fundraising activities, including membership, annual fund campaigns, grant writing, planned giving and other programs.
- Develop and maintain relationships with donors and sponsors.

Mission-Driven Programming

- Build and maintain high-quality programs to meet the needs of the community, focused on the organization's mission and vision.
- Develop community partnerships with local and regional organizations.
- Provide services in a welcoming environment responsive to members, guests and administrative staff needs.

Qualifications

- Bachelor's degree required
- Prior experience in nonprofit leadership and fund development
- Strong communications skills including formal and information speaking, writing and relationship development
- Ability to manage multiple priorities
- Ability to be in person at The Propylaeum on a full-time basis
- Prior experience supporting or working with women's leadership initiatives, arts & culture organizations, and/or historic preservation a plus

The Propylaeum Historic Foundation, Inc. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, and vendors.