



**Virginia Union University  
1500 N. Lombardy Street  
Richmond, VA 23220**

**Vacancy Announcement  
L. Douglas Wilder Library (Museum)  
Assistant Museum Director**

The Assistant Museum Director is responsible for and acts as project manager for fund development planning in all giving areas, as well as, initiates creative fundraising events, and donor cultivation and stewardship.

**General Description and Responsibilities:**

- Oversee Museum policy administration
- Develops and Complements Community Engagement activities
- Oversee museum grounds, facilities and security
- Execute the Strategic Plan and work to organize and lead annual planning efforts
- Coordinate and Manage Museum grant proposals
- Attends meetings
- Ensures the operations and administration of the Museum are in compliance with City policies, City ordinances, and local, State and Federal regulations
- Supervises assigned staff including completing performance evaluations, participating in and making recommendations regarding hiring decisions, recommending and implementing necessary disciplinary action and provides appropriate training and development for employees
- Assists in all aspects of operations including budgeting, fundraising and financial controls, programming and exhibition development, and maintaining and researching the collection
- Prepares grant applications for funds from various sources
- Oversees routine office management functions including handling administrative details and making decisions in the absence of established guidelines or specific direction
- Oversees and provides direction regarding departmental budget planning and implementation
- Develops department wide programs, projects and activities including making recommendations, formulating and implementing policy
- Coordinates the compiling, calculating, monitoring and maintaining department budgets, expenditures, and other financial records including completing assigned paperwork

- Oversees a variety of paperwork such as purchase orders, requisitions, invoices for payment, and travel expenses
- Assists Museum Director in facilities management including major building projects
- Oversees facility use including facility rentals and special events

**Qualifications:**

- Expert in specializing in the museum's collection
- Extremely knowledgeable about the museum's collection
- Possess managerial, financial, and business skills
- Preferred degree in fine arts, art history or museum studies
- Event planning and coordination experience
- Grant writing, computer skills, spreadsheets, project management
- 5 or more years in a leadership or operational position in a museum setting preferred

**Salary:** Commensurate with experience

**Applications Deadline:**

Review of candidate materials will begin immediately and will remain open until filled. Applications should include a resume with three references and a cover letter and should be emailed to [Resumes@vuu.edu](mailto:Resumes@vuu.edu). Please call (804) 257-5841 with any questions.

The selected applicant may be required to submit to a background investigation. VUU is an Equal Opportunity Employer. We consider qualified applicants with regard to race, color, religion, sex, national origin, sexual orientation, disability, gender identity, protected veteran status, or other protected class.

**For more information about Virginia Union University, visit <https://www.vuu.edu/about-vuu>**

*Posted: 9/25/2018*