



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

**Vacancy Announcement  
Executive Director for the Center for African American Culture**

**General Description and Responsibilities:**

- Collaborate with staff and community partners to design and implement educational, interpretive, and family heritage programs for the Center for African American Culture.
- Develop, implement, supervise and evaluate all educational programs associated with the Center for African American Culture.
- Develop, implement and monitor web and social network-based programming associated with the Center for African American Culture.
- Work in the development, implementation and evaluation of outreach programs including assisting with fundraising or grant proposals where needed.
- Hire, train, supervise and evaluate all guide staff, interns and volunteers associated with the Center for African American Culture.
- Assist in the proper and effective marketing and promotion of Center for African American Culture programs and events.
- Participate in community outreach through speaking engagements, workshops and other means.
- Budget preparation and control.
- Comprehend and communicate effectively both orally and in writing.
- Work independently and effectively with minimum direction.
- Multitask and perform in a fast paced, critical environment.
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal.

**Qualifications:**

- B.A. in American History, African American Studies, museum studies, education, or similarly suitable course of study. Master's degree preferred.
- Eight years of progressively more responsible management experience; and demonstrated leadership, human relations and effective communications skills required.

- Three to five years of relevant experience with a public history agency, history museum, historical society, or cultural organization.
- Ability to work with faculty, staff, students and community members.
- Comfortable in working in a highly collaborative culture.
- Demonstrated knowledge and proficiency in MS Office with expertise in Microsoft, PowerPoint, and Excel.
- Detailed-oriented with exceptional communications skills.
- Experience working with students, staff and faculty from historically underrepresented backgrounds in a higher education setting.

**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>**

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