



**TITLE:** Interim Executive Director (Part-Time, Term-Limited)

**REPORTS TO:** Charles Allis Art Museum (CAVT Museums, Inc.) Board of Directors

**TERM:** July 2025 – December 31, 2025 (with potential for renewal in 2026)

**STATUS:** Contract, Part-Time (estimated 20–25 hours per week)

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## Position Summary

The Charles Allis Art Museum is seeking a skilled and mission-driven **Interim Executive Director** to lead the organization through a critical phase of transition and growth. With the recent separation from operating the Villa Terrace Art Museum and the pressing opportunity to assume full ownership of the museum and its collection by December 31, 2025, this term-limited role is essential in supporting the foundation for long-term sustainability.

This position will focus on maintaining strong operational oversight while supporting the museum's 2025 priorities in collaboration with the CAVT Board. These priorities include funding and financial compliance with Milwaukee County, board development, fundraising, public engagement, and preserving the historic integrity of the Charles Allis property.

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## Core Responsibilities

### Strategic Leadership & County Relations

- Serve as the public face of the museum, representing CAVT in all external matters including County oversight, reporting, and compliance.
- Lead efforts to meet Milwaukee County funding benchmarks and manage timely submission of all required financial documentation, reports, and project updates.
- Oversee the preparation and submission of a comprehensive annual report to the Milwaukee County Board.

### Organizational Management & Operations

- Oversee daily museum operations including staffing, exhibitions, facilities, rentals, and events.
- Supervise and support the Collections & Operations Manager and other museum contractors and vendors.
- Approve of bills and payroll on a weekly to bi-weekly basis.

- Ensure compliance with existing County agreements, including insurance coverage, ADA and safety regulations, and public records laws.

### **Development & Fundraising**

- Support board-led fundraising initiatives, including grant writing, donor cultivation, and the 2025 Annual Campaign.
- Coordinate funding efforts to meet the \$100,000 benchmark by August 31, 2025, required to maintain County contributions.
- Track, report, and document all revenue and expenses in alignment with audit and reimbursement standards.

### **Governance & Board Support**

- Serve as the primary liaison between the board and staff, fostering clear communication and accountability.
- Collaborate with board leadership to facilitate recruitment, development, and governance best practices.
- Prepare and present board meeting materials, updates, and strategy sessions.

### **Outreach & Community Engagement**

- Re-engage past members and supporters, while expanding outreach to new audiences through Arts@1801, exhibitions, and partnerships.
- Support communications, press, and marketing efforts to raise visibility of the museum's mission and progress.
- Cultivate relationships with elected officials, funders, artists, and partner institutions.

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## **Required Qualifications**

- Bachelor's degree in a related field
- 5+ years in nonprofit, arts, cultural, or historic institution leadership
- Demonstrated experience with organizational management and staff supervision
- Strong grant writing and fundraising experience
- Skilled in public speaking and external relations with media, funders, and civic leaders
- Understanding of museum operations and historic preservation
- Proven ability to manage budgets, compliance, and government contracts

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## **Preferred Qualifications**

- Experience working with or within Milwaukee County systems or comparable government partnerships
- Familiarity with CRM systems, financial platforms, and nonprofit compliance tools (NEON, Square, Constant Contact, Bill.com, and Quickbooks)
- Prior experience in guiding organizations through transition or interim leadership

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## Personal Attributes

- Strategic thinker with an ability to execute tactical goals
  - Passionate about community engagement and the arts
  - Highly organized, with excellent interpersonal and written communication skills
  - Collaborative leader with a strong sense of accountability
  - Comfortable balancing short-term deliverables with long-term visioning
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## Schedule:

- Flexible daytime hours based on museum operations and public hours, with support of volunteers & staff
- Required on-site:
  - Thursdays: 10:30 AM – 5:00 PM - Some Fridays: 10:30 AM – 5:00 PM
  - 1–2 Saturdays per month (for tours, rentals, and events)
  - Available for Weekly check-ins with Board Chair, advisory committee meetings, Milwaukee County related business and hearings.
  - Availability on US Election Polling Days (Tue, Apr 7, Tue, Nov 3, 2026, and any special local elections)

## To Apply

Interested applicants should submit a resume, 2-3 referrals and a brief cover letter outlining relevant experience and interest in the role to [quay@ellasticdesigns.com](mailto:quay@ellasticdesigns.com).

## Compensation:

This is a part-time, contract position compensated at **\$1,500 biweekly** from July 2025 through December 31, 2025. The position is not benefits-eligible.