

Senior Director, Learning & Community

The American Alliance of Museums (AAM) is the world's largest association of museums and museum professionals providing leadership, advocacy, and service to its membership and the field at large. AAM seeks a Senior Director, Learning & Community to oversee all aspects of the Alliance's in-person and online meetings, professional development, and community-building activities. An opportunity for an entrepreneurial, strategic, and highly collaborative leader, this position will lead the development of a new year-round and multi-year learning and engagement strategy to activate AAM's robust content and resource library and support museum professionals in finding, connecting, and learning from each other.

In this role, you will work across AAM departments, with volunteer leaders, and with outside partners to help achieve the goals of AAM's strategic framework, including a focus on diversity, equity, accessibility, inclusion, and anti-racism as well as help museum professionals identify, measure, and communicate museums' social and community impacts through data and storytelling.

The Senior Director will oversee the organization and programming of AAM's Annual Meeting and MuseumExpo, the largest annual 4-day convening of museum professionals in the world bringing together approximately 5,000-6,000 people. In addition, they will develop a strategy and implement programming for regular virtual events and year-round learning opportunities and oversee AAM's communities and networks; growing engagement, building community, and expanding leadership and changemaking skills among AAM individual members and museum professionals.

About the position:

Salary is \$120K annually and the position is eligible for a robust benefits package including: Health, Vision, Dental Insurance with generous employer contributions on cost sharing; Generous vacation, sick and personal leave; 403(b) Retirement Plan with matching employer contribution; Telework and flexible schedules when appropriate; Access to onsite, state-of-the-art gym/showers/bicycle storage; and more.

Due to current health guidelines, the successful candidate may perform this work predominantly offsite, with occasional required on-site work. The Alliance will implement a more formal return to the office with hybrid telework/in-office schedules later in 2022. The Alliance requires all employee to be fully vaccinated against COVID-19 as a condition of employment. Accordingly, successful candidates must submit proof of vaccination prior to the commencement of employment unless they qualify for a reasonable accommodation for bona fide medical or religious reasons.

Skills and qualifications: The successful candidate has 7+ years' experience developing and managing professional development / adult learning, both in-person and online; experience with 3,000+ in-person meetings a plus; demonstrated strategic thinking and execution experience; entrepreneurial mindset to develop new initiatives from concept through successful implementation and evaluation; strong negotiation and vendor management skills; experience leading volunteer committees; ability to collaborate with and support internal and external executive-level leaders, sponsors/funders, and high-level speakers; and excellent supervisory, project and budget management skills. AAM is particularly interested in candidates who can complement our DEAI work by offering unique perspectives and understanding of issues impacting groups that have been traditionally under-represented in the museum field.

How to apply: To encourage a broad pool of candidates with various backgrounds to apply and to foster an equitable recruitment process, we are applying some principles of "blind hiring" and ask

that you do not include personal identifiers such as your name or address on your application materials. Please include education but omit school names and graduation years. Please follow the directions below when submitting your application materials:

- As part of your application, please provide a “blind” cover letter that includes your desired salary and your responses to the following questions (no more than 2 pages):
 - What aspect of this position appeals to you most and why?
 - Please give examples of previous experience and responsibilities with developing and managing professional development/adult learning/continuing education programs and large conferences.
 - Please describe your experience leading teams of volunteers; managing multiple stakeholders; and supervising direct reports.
 - Please share how your lived experience connects to or enhances your ability to contribute to AAM’s DEAI work.

- Please submit both your blind cover letter and resume as one document in PDF format to: hr@aam-us.org, using “Learning” in the subject line.

Completed documents received by **April 25, 2022** will receive full consideration from our hiring team. Note that the hiring team will evaluate submissions on the content of the replies as well as the ability to communicate clearly. Candidates who are selected for further screening will be contacted by email within two weeks after this deadline. We expect to conduct interviews beginning early May. Due to the large number of applications AAM receives, we can only contact those candidates selected for further screening. The Alliance is an equal opportunity employer and values a diverse workplace. Please contact Human Resources at hr@aam-us.org if you need an accommodation in submitting your application.

About the Alliance. The American Alliance of Museums, a 501(c)(3) non-profit organization, is a trusted leader, partner, and advocate for museums, representing art, history, and science museums, as well as aquariums, zoos, and botanical gardens. With a budget of \$10M and staff of 40, the Alliance provides leadership, advocacy, and service to its membership and the museum field. Headquartered in Arlington, VA, the Alliance is an equal opportunity employer and values a diverse workplace. For more information, please visit www.aam-us.org.