



DEPUTY DIRECTOR

The Opportunity

The Jewish Museum of Maryland (JMM) seeks a **Deputy Director** to be part of a team that deeply appreciates the role of museums in building community, exploring identity, and activating Jewish values. The Deputy Director will serve a critical role within our organization, ensuring the organization has operating excellence, integrity, and creativity in all aspects of day-to-day museum operations while ensuring a sound financial and operational strategy. This position will co-lead efforts to advance the JMM's work in the areas of diversity, equity, accessibility, and inclusion and be a key presence deepening relations between the JMM and its neighbors in the Historic Jonestown area. The ideal candidate will be an organizational leader with a track record of successful management and decision-making, ideally with experience in a museum, non-profit, or Jewish communal setting.

Qualities

- You will exemplify our core value of continuous learning. You will partner with team members on agreed expectations about the work we need them to do to support and fulfill our mission as well as how the team will accomplish the work.
- Your success will be directly connected to how well your team feels supported, recognized, valued and able to connect with you for their personal and professional well-being.
- You will take an entrepreneurial and creative approach to developing new, innovative ideas that will evolve the organization and push the boundaries of the field.
- You will care and attend to the relational dynamics of process while caring for the quality of the product

In this role, you will support the Executive Director in the areas of administration, operations, and community engagement and will be responsible for:

- Working closely with members of the staff to build an infrastructure for the museum that demonstrates transparency and accountability.
- Driving the organizational plans related to HR, IT, Finance, Facility Management, Operations, Retail, Special Events, and Security to ensure the museum reaches its programmatic and organizational goals.
- Advancing the diversity, inclusion, equity and justice efforts of the organization in collaboration with other museum staff, community partners, and leadership.
- Overseeing finance administration.

- Collaborate with Executive Director and Director of Strategic Projects to develop and manage the annual operating and capital budgets; analyze results throughout the year; identify potential issues; develop financial forecasting models; and develop reports.
- Working to develop and deepen relations with our neighbors in the Historic Jonestown neighborhood.
- Seeking and analyzing data from benchmarking, audience research and other sources to support decisions and to align others with the organization's overall business strategy.
- Coordinating major museum contracts and legal oversight in coordination with Board, consultants, and counsel.
- Evaluate visitor experience and implement practices to advance inclusivity and accessibility.
- **What You Will Possess to Be Successful**
- Problem Solver – Brings a can-do attitude and is focused on listening and incorporating diverse perspectives, looking for creative ways to solve problems while ensuring everyone feels heard.
- Create realistic goals and implement plans that are achievable and successful.
- Strong Project Management Skills - Terrific at managing multiple responsibilities, deadlines and relationships - is detail-oriented and known for follow-through. Able to help colleagues pause to disrupt any false sense of urgency or push for productivity at the expense of personal, organizational or collective well-being.
- Able to integrate work and personal life with attention to your self-care to ensure that your work schedule is not depleting. You find ways to feel restored and fueled throughout the day and week, so you best contribute to our organizational goals and mission.

Qualifications

The position requires a combination of strong professional credentials and demonstrated skills and success in multiple museum disciplines. The successful candidate should present most of the following:

- A minimum of a bachelor's degree in Business Administration or related field.
- 5+ years of operations and management experience in a museum or nonprofit organization required.
- Experience with project management, including conceptualizing projects and evaluating funding opportunities.
- Demonstrated success in working with a culturally diverse community
- Excellent financial management skills, including experience with budgets and oversight of financial statements is a plus.
- Ability to continually develop skills related to use of rapidly changing technology and communications practices.
- Must be available for a flexible schedule that includes some evenings and weekends

- Experience working in an environment serving the public.
- Ability to adapt and be flexible in a dynamic work environment
- Ability to successfully interact and collaborate with key stakeholders to achieve
- results
- Experience working within a Jewish communal setting preferred.

Why You'll Love Working Here

We offer a work environment that supports professional development and collaboration. We offer a comprehensive benefits package, including health insurance, life insurance, Long Term Disability (LTD), Flexible Spending Plan, and a complimentary membership to the Jewish Community Center. We make work/life balance a priority offering generous vacation/sick time and parental leave.

Salary range is approximately \$85,000-95,000. Salary will be based on qualifications, skills, and experience.

JMM is an agency of The Associated. [Please apply using The Associated's website.](#)

The Jewish Museum of Maryland is an equal opportunity employer that values a diverse workforce and an inclusive culture. The JMM is dedicated to advancing racial and social justice and holds a deep sense of care and commitment to the communities within which we live and work.

This job ad is not intended to be all-inclusive, but to describe the general nature and level of work to be performed.

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