**Toledo Museum of Art**

Job Description

**Job Title:** Director of Belonging and Community Engagement

**Department:** Belonging and Community Affairs

**Reports To:** Museum Director and CEO

**FLSA Status:** Exempt

**Employment Status:** Full-Time

**Applications accepted online at** [**https://www.toledomuseum.org/jobs-internships**](https://www.toledomuseum.org/jobs-internships)

*Since our founding in 1901, the Toledo Museum of Art has earned a global reputation for the quality of our collection, our innovative and extensive education programs, and our architecturally significant campus.*

*And thanks to the benevolence of its founders, as well as the continued support of its members, TMA remains a privately endowed, non-profit institution and opens its collection to the public, free of charge.*

**SUMMARY**

A strategic consultant to the Director and CEO, the Director of Belonging and Community Engagement works closely with internal and external stakeholders to advance efforts in Diversity, Equity, Access and Including (DEAI) and create a Museum known for a culture of belonging that permeates all of its activities. Develops and executes a cohesive approach to aligning and integrating a range of new and existing initiatives, public programs, and systems that foster an inclusive climate and create a Museum for all. Generates partnerships to help drive community outreach and communicates these efforts to external constituents. Empowers others to prioritize belonging as a key practice in their own work, creating an internal culture that places a priority on a welcoming visitor experience.

**KEY ACCOUNTABILITIES**

* Works closely with senior management and the Board of Directors to help finalize and operationalize the Museum’s DEAI plan, which includes, but is not limited to: human resources, organizational culture, supplier diversity, communication and branding. Consults on adjacent programs and projects that position TMA as an employer of choice.
* Establish key metrics to assess, measure and track results of DEAI initiatives. Uses data to develop and report results, including for the Board of Directors.
* Designs and manages additional strategies to create a culture of belonging.
* Manages the Museum’s DEAI budget.
* Oversees community partnerships and assist in key stakeholder engagement, including working closely with the director on government affairs.
* Leads team accountable for transitioning the Museum to a more active approach to outreach.
* Acts as a community leader by participating in outside boards and representing the Museum in community forums.
* Oversees programming strategies and access initiatives to broaden the demographics of the Museum’s visitation.
* Consults on communications strategy as appropriate.
* Assists in rethinking the visitor experience, including (but not limited to) gallery display and interpretation, to ensure curatorial vision creates a sense of belonging. Assists with reimagining how the Museum welcomes and engages historically underrepresented audiences to better reflect the communities we serve.
* Collaborates with HR to Assists to develop, implement and nurture a diverse workforce, which will maximize the organization's ability to integrate a broader base of perspectives and insights upon which decisions can be made.
* Works with human resources to improve the employee experience at critical junctures through the employee journey ensuring proactive inclusion, development and retention of under-represented talent.
* Leads the development and implementation of learning initiatives in support of key DEAI priorities and to ensure TMA has a culture of belonging.
* Collaborates with development to secure funding for DEAI initiatives.
* Performs other duties as required.

**EDUCATION AND EXPERIENCE**

* Bachelor’s degree in Human Resources, Communications, Psychology, Sociology or related field required. Master’s degree in related field preferred.
* 10 years of demonstrated experience in community outreach, preferably in progressive roles.
* Certified Diversity Professional (CDP) credential preferred.
* Experience in a museum or similar nonprofit would be beneficial but is not required.

**SPECIALIZED KNOWLEDGE, COMPETENCIES AND ABILITIES**

* Excellent verbal and written communication skills.
* Excellent interpersonal skills with the ability to influence.
* Excellent organizational and project management skills.
* Strong leadership skills with a proven track record of collaboration and management of strategic initiatives.
* Ability to adapt to the needs of the organization and employees.
* Ability to prioritize tasks and to delegate them when appropriate.
* Proficient with Microsoft Office Suite or related software.

**WORK ENVIRONMENT**

Standard office environment with related phone, computer, and printer noise. Position requires ability to operate a computer and other office productivity machinery, such as a calculator, copy machine, printer, and phone system.

*The Toledo Museum of Art provides equal opportunity for employment and promotion to all qualified employees and applicants. No person shall be discriminated against in employment on the basis of race, color, religion, gender, age, national origin, marital status, disability, sexual orientation, veteran status or any other status or condition protected by applicable federal or state statutes. The Museum is committed to maintaining an environment in which all employees are treated equitably and given the opportunity to achieve their full potential in the work*place.