



EXECUTIVE DIRECTOR OPPORTUNITY

**JAPANESE AMERICAN
MUSEUM OF OREGON**
AT NAITO CENTER

ABOUT US

The Japanese American Museum of Oregon in Portland preserves and shares the history and culture of the Nikkei community—Japanese emigrants and their descendants. Formerly known as the Oregon Nikkei Legacy Center, JAMO is a venue for culture and research as well as an invaluable resource for exploring Nikkei experiences and their role in Oregon's history and multicultural community. JAMO also provides transformative opportunities, services, and advocacy for the education, leadership and civic engagement of our communities.

Our permanent exhibit space highlights Issei (first generation) immigrants and their life in Oregon, Nihonmachi (Japantown), and their experience during World War II through Nikkei life today.

ABOUT THE EXECUTIVE DIRECTOR OPPORTUNITY

The Executive Director serves as the chief executive officer of JAMO, overseeing all operational and administrative functions, and embodying and advancing our mission, vision, values and philosophy. The ED's top priorities include fundraising, relationship-building with board and community partners, and ensuring the organization remains mission-focused.

KEY RELATIONSHIPS

Reports to Board of Directors

Direct reports JAMO leadership team, which consists of the Deputy Director, Director of Collections and Exhibitions, the Director of Education and Engagement, and the Creative Director, Living Arts Program.

OUR VALUES

Trustworthy Steward

Our elders entrusted us to share their stories with future generations. This is paramount.

Trusted Source

We highlight and analyze primary sources. We use our expertise to analyze and share the lessons of the WWII Japanese American incarceration.

Forward-Thinking Innovator

We understand where technology is heading, recognize opportunities, and adopt new ideas.

Courageous Ally

We empathize with and support all vulnerable people who are treated unfairly. We stand against hate and injustice.

Collaborative Community Partner

We seek to build new partnerships and strengthen existing ones because success is achieved by working with others.

PRIMARY RESPONSIBILITIES

- **Strategic Leadership**, providing both support and leadership to the Board of Directors to establish a clear vision and long-range strategic planning.
- **Community Impact**, engaging with all levels of business, government, grassroots, advocacy, and other nonprofits, to achieve impact in the community, especially the Nikkei community.
- **Resource Development**, driving key results in fundraising and partnership development across a wide array of stakeholder relationships, grants and funding opportunities, and future capital campaigns.
- **Programs/Exhibits/Education/Advocacy**, developing programs to enhance the mission, maintain standards of excellence for all collections, exhibitions, educational efforts and events, as well as the visitor and volunteer experience.
- **Organization Management**, building and leading a high-performing team of staff and volunteers, ensuring inclusiveness and diversity goals, and maintaining a positive and collaborative culture while managing spending, compliance, and risk.

WHAT WE'RE LOOKING FOR

- Experience working in a leadership role (5 to 7 years) in the nonprofit sector, preferably a museum or culturally specific agency, and interacting with volunteers and a diverse board is preferred. Alternatively, extensive strategic leadership experience in the management of an organization of comparable size, scope and mission.
- Knowledge of issues relevant to JAMO's mission and the history of the Nikkei and other communities it serves, including systemic issues affecting the Nikkei community, communities of color, and other vulnerable populations.
- Ability to establish authentic and effective relationships with key stakeholders, grassroots and advocacy organizations, and government partners, along with confidence and support from community members.
- Experience in building revenue and increasing major philanthropic and public sector support; capital and major fundraising campaign experience is highly desirable.
- Strong written and verbal communication skills; effective in public speaking and representing an organization to the press.
- Experience leading an organizational change effort with a desire to explore new ideas and innovative approaches to solving problems.



Interested in applying?

Please view the [Executive Director position description](#) on our Careers page for full requirements and instructions on how to apply.

General questions?

Please contact our search consultant, Joseph Wahl at Wahl & Associates, joseph@wahlassociatesllc.com.

