

<https://www.museumofthebible.org>

Corporate Office: Oklahoma City, Oklahoma  
Museum Location: Washington D.C.



museum of the Bible



## EXECUTIVE DIRECTOR OF THE MUSEUM OF THE BIBLE OPPORTUNITY PROFILE

Bruce Dingman, President  
Dr. Rich Kidd, Vice President



## OVERVIEW



The Executive Director will be the onsite leader of the Museum of the Bible, being the face of the museum to the media and in relationships with other institutions, as well as overseeing the museum operationally and financially. Onsite employment will reach as many as 300 with annual revenue of \$75 million. The Museum of the Bible will become one of the major tourist attractions in Washington, D.C. - a thorough tour of the museum will typically last most of a day.



The Museum design and building process was started two years ago with the architectural final review having recently been completed. The exhibit fabrication has been started and the focus now is to start building the D.C. staff.

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**The number one characteristic of the Executive Director will be a passion for the Bible.** Whether the person comes from leadership roles in business, museums, or from academics, the person must have an active love for the Bible. Second, the person must have proven ability as an organizational leader. Third, the Executive Director will have the personality and *gravitas* appropriate for hosting donors, visiting dignitaries, interacting with the press and leaders of other institutions, and speaking before groups.



The Executive Director will live in the Washington, D.C. area.

## THE ORGANIZATION

Museum of the Bible exists to invite all people to engage with the Bible through four pillars: research, traveling exhibits, education, and a museum currently under construction in Washington, D.C. In 2017, Museum of the Bible will open its 430,000-square-foot nonprofit museum in Washington, D.C., located just two blocks from the National Mall and three blocks from the Capitol. In 2015, traveling exhibits had already visited six U.S. cities and four other countries, with new exhibits and locations being planned. They also support scholarship and academic research through the Museum of the Bible Scholars Initiative and through development of a high school Bible curriculum for domestic and international use.

## Green Collection

When the Green family, founders of U.S. retail chain Hobby Lobby Stores, Inc., purchased their first biblical artifact in November 2009, they never expected to assemble in only a few years what is now one of the world's largest private collections of rare biblical texts, objects, and artifacts. Known as the Green Collection, the compilation of around 40,000 objects includes some of the rarest and most significant biblical texts and artifacts ever assembled under one roof. Museum of the Bible has been the recipient of many of these items and other donated artifacts. The Museum of the Bible Collection consists of items owned by the Museum and other items on loan to the museum such as the Green Collection.

## The President



Cary Summers began his involvement with Museum of the Bible in 2010. Summers has seven VP and Directors reporting to him:

- V.P. Finance, Marketing and Human Resources
- V.P. International Relations (includes all traveling exhibits)
- V.P. Development
- V.P. Technology and Information Systems (includes the electronic curriculum)
- Director of Museum of the Bible Collection (Oversees other collection the museum curates)
- Director of the Museum of the Bible Scholars Initiative
- Director of Education

Temporarily the D.C. museum construction reports to him through an owner's representative until November 2017. The new Executive Director of the museum will report to him.

Summers' museum-related activities take him around the world to negotiate strategic partnerships, arrange host sites for future traveling exhibits and manage a global network of institutions that house and research items from the Museum of the Bible Collection, one of the world's largest private collections of rare biblical texts and artifacts.

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## THE POSITION

The Executive Director will report to the President and provide the museum's on-site leadership, with corporate support from the headquarters in Oklahoma City.

Reporting to the Executive Director is the on-site management team consisting of the Directors of Operations, Revenue, Temporary Exhibits, Security, Education and Community Relations. There are several areas of responsibilities which fall under the list of direct reports or coordination with the OKC office such as: curators of the Collection, coordinator of third party permanent exhibits, theatre, ballroom, lodging, restaurants, museum operations, maintenance, on-sight and off-sight security, temporary exhibits, third party ministries, special events, local marketing, local public relations, retail store, on-line sales and administration of offices and staff.

Ideally, as the head of a biblical museum the Executive Director will have been a museum executive. However, because of the breadth of the job responsibilities, Museum of the Bible seeks someone skilled in the statesmanlike competencies of a university president. Some major museums and libraries have even moved towards a leader with a corporate executive background due to the pressure created by reduced funding and the need to be self-sustaining. The MOTB leadership will supplement the Executive Director with academic experts in the Biblical disciplines (languages, antiquities, etc.) who will handle various aspects of specific museum work; although the director will provide overall direction.

The corporate offices and back-of-the-house support departments will remain in Oklahoma City. Unlike some museums, the D.C. museum will be one of four operating groups: museum, research, education, and traveling exhibits. This will have a bearing on the qualifications needed for the Executive Director of the D.C. facility.

## Duties

- Providing organizational and spiritual leadership to the Museum of the Bible team which would include living out biblical values.
- Working closely and effectively with corporate staff.
- Ensuring the organization's financial health and growth by providing leadership and direction for all fundraising and programmatic efforts.
- Representing the organization as an articulate, poised communicator and ambassador.
- Modeling and building a team culture that enables staff to give their best as they seek to serve and build the organization.
- Enabling, encouraging and promoting empowered leadership and management development at all levels of the organization to enable future long-term growth and sustainability.
- Leading and building a team with the experience, character and technical expertise to give godly and professional leadership to the Museum of the Bible as a whole.
- Fundraising, alongside the Chief Development officer or President, developing relationships with major donors, casting vision, and holding special events. Many donors will want to have a personal relationship with the Executive Director.

Travel is likely to be 10% in order to develop synergistic relationships with other organizations, meet with donors, and travel to the corporate office in Oklahoma City. Events, entertaining, and conferences will involve evenings and weekends, so the hours are likely to be fairly long.

The director should have experience in operating a multimillion dollar organization (\$75 million in projected annual income) with multiple income streams, either in the for-profit or nonprofit world.





## QUALIFICATIONS

The Executive Director could come from several career paths:

- ***Executive Director or the top leadership of a similar museum or***
- ***(More likely) A current or former President of a biblical college, university or seminary***

Qualified candidates must feel God’s calling on their life for such a position.

This Executive Director will be the spokesperson and statesman for the museum, as well as have the operational oversight for the museum and 300 employees. The Executive Director will be quite involved with the Chief Development Officer in fundraising, be the face of the museum with the press, visiting dignitaries, and the Washington DC community. He or she will be supported by key staff leadership with proven strengths in museum operations and tourism, as well as a curator trained in biblical antiquities.

The successful candidate will have demonstrated success in organizational leadership and management. The Executive Director must recognize his or her own strengths and weaknesses and be able to wisely hire and lead others who compliment those qualities.

Due to the nature of this role and the mission to raise awareness and support for the Museum of the Bible, the Executive Director must be an effective communicator in one-on-one situations, in presentations to large groups, and in writing. This person must exhibit an engaging, persuasive, extemporaneous, and articulate style that commands attention and understanding from the audience. In effect they will serve as a defender of the Bible, a key person who answers objections to both the

Bible itself and the Museum of the Bible. They should be skilled at interacting in a winsome way with the press.

The successful candidate will be winsome with highly effective interpersonal skills, be humble yet self-confident, a strategic thinker and a person of vision who proactively plans for the future. This person will have a strong and balanced work ethic. He or she will be approachable, exhibit emotional intelligence (“EQ”), and be a good listener.

The Executive Director will be readily accountable and responsive to the President, and while having the authority of the Executive Director position, will function in a style as “chief among equals” with his or her own staff. The person will have a participative style, valuing buy-in and input, yet be decisive.

The effectiveness of the Executive Director will depend strongly on the ability to develop and maintain effective interpersonal relationships with all types of people.

In order to effectively lead Museum of the Bible, the Executive Director must have a strong belief in God and a mature spiritual walk that is genuine in practice as well as in personal testimony.





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