



**Job Title:** Executive Director

**Organization:** National Eagle Center

**Location:** Wabasha, Minnesota

**Reports To:** Board of Directors

**Employment Type:** Full-time, Exempt

**Salary Range:** \$80,000 - \$120,000 based on experience.

**Position Overview:**

The National Eagle Center, a nationally recognized destination for environmental education, eagle conservation, and cultural engagement, seeks a visionary and experienced Executive Director to lead the organization through its next phase of growth. Located on the Mississippi River in Wabasha, Minnesota, the Center is home to live eagles, immersive educational programming, and the world-renowned Preston Cook American Eagle Collection, one of the largest private collections of eagle-related art, artifacts, and historic materials.

The Executive Director will bring strong leadership in nonprofit management, demonstrated skills in finance and fundraising, a commitment to tribal collaboration, and a passion for curating and preserving cultural collections. This is a unique opportunity to lead a mission-driven institution that celebrates the eagle as both a national symbol and a cultural icon.

**Key Responsibilities:**

**② Leadership & Strategy**

- Serve as the chief executive and ambassador of the National Eagle Center.
- Provide visionary leadership to guide the development and implementation of the strategic plan and organizational goals with ongoing benchmarking to those goals with the board and staff.
- Cultivate a collaborative, inclusive, and mission-aligned organizational culture.
- Work closely with the Board of Directors to maintain alignment and accountability.
- Maintain a growth focused mindset to lead the center through expansion opportunities.

**② Finance & Operations**

- Develop and manage the annual operating budget in partnership with the Board and staff.
- Ensure responsible fiscal stewardship, compliance, and organizational sustainability.
- Oversee operational performance and efficiency, including staffing, facilities, and technology.
- Accountable for the annual budget development and monthly maintenance of actions to align with the budget.

## ☒ **Fundraising & Development**

- Lead and expand fundraising efforts including and not limited to, grants, major gifts, corporate sponsorships, donor relations, and capital campaigns.
- Build and maintain strong relationships with individual donors, foundations, and institutional partners.
- Inspire support through compelling storytelling, impact-driven messaging, and effective donor stewardship.

## ☒ **Tribal Outreach & Cultural Engagement**

- Strengthen and grow partnerships with Native American tribes, elders, and cultural leaders.
- Ensure tribal perspectives are honored and authentically represented in educational and public programming.
- Co-create opportunities for tribal involvement in eagle care, storytelling, and cultural exhibits.

## ☒ **Public Engagement & Community Relations**

- Represent the Center locally, regionally, and nationally through partnerships, media, and speaking opportunities.
- Build strong relationships with local community leaders, educators, tourism partners, and conservation organizations. Strong city leader relations with the mayor and city administrator as key stakeholders in the Eagle Center.
- Promote the Center's unique blend of wildlife, art, education, and cultural heritage.

## ☒ **Art & Collection Curation**

- Oversee the care, and public presentation of the Preston Cook American Eagle Collection, ensuring its continued integrity and relevance.
- Collaborate with museum professionals, historians, and artists to curate meaningful exhibitions that reflect the eagle's symbolic and artistic significance.
- Develop strategies for collection conservation, scholarly access, and public engagement with the Cook Collection and other artifacts.
- Develop strategy to bring a unique visitor base that drives added visitor traffic.

### **Preferred Qualifications:**

- 10+ years of financial management experience.
- 10+ years of senior leadership experience.
- Experience working with tribal nations and / or indigenous-led community organizations.
- Experience or background in art history, art education, museum curation, and collection stewardship.

**Minimum Qualifications:**

- 7-10 years of experience as executive or senior leadership in a nonprofit or cultural organization.
- 7-10 years of experience in financial management, budgeting, and operations.
- Demonstrated success in fundraising, partnership development, and campaign leadership.
- Strong written and verbal communication skills, public speaking ability, and media experience.

**To Apply:**

Please submit a resume, cover letter, and three references to Rylee Hince (NEC Board Co-Chair) by Friday, February 27th. Questions about the position or application process can also be directed to Rylee.

**Email:** [remain1986@gmail.com](mailto:remain1986@gmail.com)

**Cell:** (630) 806 - 9909

In your cover letter, describe your approach to leadership and fundraising, especially as it relates to the mission of the National Eagle Center, including the care of live eagles and the stewardship of cultural collections.