

## **Executive Director, Black Metropolis Research Consortium**

**Requisition Number:** 102021

**Division / Dept.:** IT and Digital Scholarship / Black Metropolis Research Consortium

**Reports to:** Associate University Librarian for IT and Digital Scholarship

**Work Schedule:** 37.5 hours per week; Monday-Friday, 8:30 a.m. to 5:00 p.m.

### **General Summary**

The [Black Metropolis Research Consortium](#) is a Chicago-based membership association of libraries, universities, and other archival institutions with a mission to make broadly accessible its members' holdings that document African American and African diasporic culture, history, and politics, with a special focus on Chicago. The consortium also advocates for the preservation, enhancement, growth, and use of these materials, and the diversity of the information professionals who care for them.

The Executive Director of the Black Metropolis Research Consortium (BMRC) provides strategic leadership and operational management for the BMRC's activities.

In partnership with the BMRC Board of Directors, the Executive Director sets strategic goals and pursues funding opportunities to support BMRC initiatives. The Executive Director is responsible for the Consortium's day-to-day management and operations. The Executive Director serves as the principal spokesperson for the BMRC to raise its profile both locally and nationally in order to develop new partnerships, recruit new members, and spread awareness of BMRC activities and programs. The Executive Director works closely with the Board on consortium policies, protocols, governance, grant applications, and especially fundraising initiatives. The Executive Director also manages the relationships with current members to ensure their needs are met and their interests are represented.

This position reports to the Associate University Librarian for Information Technology and Digital Scholarship at the University of Chicago, which acts as the BMRC's host institution and fiscal agent. The position oversees BMRC staff and works with directors, administrators, and faculty at member institutions to manage collaborative projects, internship programs, and the summer fellows program.

### **Essential Functions**

#### **Leadership and Planning:**

- Communicates a compelling vision for the collecting and use of African American archival and special collections.

- Provides strategic leadership for BMRC projects and activities and works with the BMRC Board to develop and implement long- and short-term goals.
- Represents BMRC in the local community through presence and involvement in black cultural heritage organization events and activities.
- Fosters a national reputation for BMRC and facilitates collaboration with related communities through engagement with regional, national, and (where applicable) international conferences, networks, and public events.
- Develops a national network of scholars and archivists and a broad knowledge of programs and organizations relevant to BMRC subject areas to inform BMRC initiatives.
- Serves (ex officio) on the BMRC board. Works with BMRC Board Chair to develop meeting agendas, facilitate board initiatives, and make recommendations on Board recruitment. Works with the board on governance structure through the development of ad hoc and advisory committees. Oversees the Annual Meeting of the Faculty Steering Committee.

#### **Program Management:**

- Oversees BMRC projects and programs, including the archival collections survey and database, the Archie Motley Interns, and the Summer Fellows, providing training and orientation necessary to ensure effective and successful programs.
- Coordinates existing consortium relationships and meetings.
- Recruits additional BMRC members by reaching out to relevant institutions, community and faith-based organizations, and individuals.
- Pursues sponsorships to support BMRC events.
- Writes grant proposals and manages the administration of grants awarded to the University of Chicago in support of all BMRC initiatives and events.
- Hires, trains, and supervises all administrative and programmatic BMRC staff, and outside consultants as needed.

#### **Communication:**

- Writes and distributes monthly and annual reports on BMRC activities to the Board of Directors, University of Chicago Library, and BMRC members.
- Visits member institutions to steward effective outreach and engagement and to facilitate BMRC activities at member sites.
- Oversees the promotion of relevant programming of members through the BMRC website, newsletter, and social networking sites.

#### **Other duties as required.**

#### **Qualifications**

- Bachelor's degree from an accredited institution required.
- Master's or other advanced degree preferred.
- Experience providing leadership and management of operations that balance long term planning with the daily activities of multiple concurrent projects required.
- Previous experience in nonprofit, library, archival, public history, or museum organizations preferred.
- Experience with budget management and planning preferred.
- Experience developing successful grant proposals and fundraising initiatives preferred.
- Experience with conference planning preferred.

- Excellent verbal and written communications skills, including the ability to communicate to large groups as well as one-on-one with students, senior management, faculty, alumni, community members, and others, required.
- Demonstrated success in building collaborative relationships with diverse constituencies required.
- Ability to navigate the challenges of working within a complex, decentralized environment required.
- Willingness and ability to travel, and to work some evenings and weekends required.

## To Apply

To apply for this position submit your profile and required materials to <https://jobopportunities.uchicago.edu>. Resumes sent via mail, fax, or email will not be considered.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran status, or status as an individual with disability.

The University of Chicago is an [Affirmative Action / Equal Opportunity](#) / Disabled / Veterans Employer.

Job seekers in need of a reasonable accommodation to complete the application process may contact Human Resources by calling 773-834-1841 or by emailing [recruitment@uchicago.edu](mailto:recruitment@uchicago.edu) with their request.