Executive Director

Norwegian American Genealogical Center & Naeseth Library
Location: Madison, Wisconsin
Position: Full-Time, Exempt
Reports to: Board of Directors
Salary: $75,000–$90,000 annually, proposed range subject to Board approval

About the Organization

The Norwegian American Genealogical Center (NAGC) is a nonprofit educational and research organization dedicated to collecting, preserving, sharing, and interpreting resources related to Norwegian heritage. Based in Madison, Wisconsin, NAGC serves a national and international community through its specialized library collections, genealogical research services, educational programs, publications, and outreach.

Position Overview

NAGC seeks an experienced, forward-thinking Executive Director to lead the organization into its next chapter. Working in partnership with the Board of Directors, the Executive Director will develop and implement organizational strategy, strengthen fundraising and financial sustainability, expand community engagement, and ensure the continued delivery of high-quality programs and services.

The ideal candidate will bring strong nonprofit leadership, fundraising, and management experience, along with the ability to balance long-term organizational priorities with the hands-on operational responsibilities of a small nonprofit. This position requires a collaborative, resourceful leader who can build relationships, support staff, and translate strategic goals into measurable results.

Key Responsibilities

Strategic Leadership and Organizational Development

- Partner with the Board of Directors to establish and implement NAGC's strategic direction, priorities, and long-term goals.
- Identify opportunities to strengthen organizational sustainability, expand services, and increase NAGC's relevance and impact.
- Evaluate organizational performance, programs, and resources, recommending improvements aligned with NAGC's mission.
- Establish measurable goals and provide regular progress updates to the Board.

Fundraising, Development, and External Relations

- Develop and lead a comprehensive fundraising strategy to strengthen and diversify financial support.
- Cultivate and maintain relationships with donors, members, foundations, community partners, and other stakeholders.

- Identify and pursue grant opportunities, sponsorships, major gifts, and other sources of support.
- Collaborate with the Board and Development Committee on fundraising initiatives, donor stewardship, and long-term development priorities.
- Strengthen NAGC's visibility, membership engagement, and relationships within Norwegian-American, genealogical, educational, and cultural communities.

Financial Management and Sustainability

- Develop and recommend annual operating budgets for Board approval and oversee their implementation.
- Monitor financial performance, manage organizational resources, and provide accurate financial reporting to the Board.
- Evaluate revenue opportunities, membership pricing, program fees, and expenditures to support financial sustainability.
- Coordinate financial administration, required reporting, and compliance with applicable nonprofit requirements.

Operations, Programs, and Staff Leadership

- Provide overall leadership and oversight of NAGC's daily operations, staff, volunteers, facilities, and administrative functions.
- Recruit, supervise, coach, and evaluate staff while fostering a collaborative, accountable, and supportive workplace.
- Establish operational priorities, delegate responsibilities effectively, and participate directly in day-to-day activities as organizational needs require.
- Oversee the continued quality and development of genealogical research services, library collections, educational programming, publications, and member services.
- Work with staff and relevant committees to identify program improvements and opportunities for growth.
- Ensure appropriate organizational policies, administrative systems, and operating practices are maintained.

Board Relations and Community Representation

- Serve as the primary liaison to the Board of Directors, providing timely information, recommendations, and organizational updates.
- Collaborate with Board committees and support effective governance and organizational planning.
- Represent NAGC at community events, professional gatherings, conferences, and other outreach opportunities.
- Build partnerships that advance NAGC's mission, visibility, and long-term success.

Qualifications

Required

- Demonstrated leadership experience in nonprofit management, organizational administration, fundraising, or a closely related field.
- Experience developing and implementing strategic initiatives, managing budgets, and overseeing organizational operations.
- Proven ability to cultivate relationships and contribute to fundraising, donor development, or revenue-generating initiatives.
- Experience supervising staff, managing organizational priorities, and leading collaborative teams.
- Strong communication, interpersonal, financial management, and organizational skills.
- Ability to work effectively with a volunteer Board of Directors and diverse community stakeholders.
- Commitment to NAGC's mission and the preservation and sharing of Norwegian and Norwegian-American heritage.

Preferred

- Experience leading a small nonprofit, cultural, historical, educational, or membership-based organization.
- Experience with grant development, major donor cultivation, or nonprofit fundraising campaigns.
- Familiarity with Norwegian-American heritage, genealogy, historical research, or related cultural programming.
- Experience developing partnerships, expanding membership engagement, or strengthening nonprofit programs.

Equivalent combinations of education, professional experience, and demonstrated leadership accomplishments will be considered. Specialized expertise in Norwegian genealogy or proficiency in the Norwegian language is not required.

Work Environment and Travel

This is a full-time, primarily on-site leadership position based at the Naeseth Library in Madison, Wisconsin. Some evening or weekend commitments and occasional travel may be required for organizational events, fundraising, conferences, and outreach activities, including potential national or international travel.

Compensation and Benefits

The proposed annual salary range is $75,000–$90,000, depending on qualifications and experience, subject to final Board approval. NAGC offers Health Reimbursement Account contributions, Paid Time Off and IRA match. Relocation assistance may be considered for qualified candidates, subject to Board approval.

Application Process

Interested candidates should submit a resume and cover letter describing their relevant leadership, fundraising, and organizational management experience to: ***nagcrecruiting@gmail.com***

The deadline for submitting applications is December 10th.

NAGC is an equal opportunity employer and welcomes qualified applicants from diverse professional and personal backgrounds.