



Executive Director, North America

Position Description

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SALLY M. STERLING
EXECUTIVE SEARCH

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ABOUT FRAME

French American Museum Exchange (FRAME) is a consortium of 29 major art museums in France and North America that promotes cultural exchange in the context of museum collaborations. FRAME fosters partnerships among its member museums to develop innovative exhibitions, educational and public programs, and professional exchanges among museum staff, and maintains a website to reach global audiences. The organization provides grants to its member museums for joint exhibitions, educational and public programs, as well as projects with a DEIA focus.



FRAME was founded in 1999 by the late Elizabeth Rohatyn during her husband's tenure as the U.S. Ambassador to France. Mrs. Rohatyn and her French counterpart, Françoise Cachin, then Director of the Musées de France, shared a vision for partnership among regional museums in North America and France, and sought to blend two complementary museological heritages to promote mutual understanding of their respective cultures. FRAME is the only network of its kind, and its commitment to cultural diplomacy in the context of museum exchanges reflects its origins from the U.S. Embassy in Paris and the Ministry of Culture in France.

Organized as a Delaware 501(c)(3) non-profit corporation, FRAME is supported by the generosity of individuals, foundations, corporations, public subsidies, as well as by its member museums in France and North America. It has an annual budget of approximately \$600,000, primarily funded by membership dues and philanthropic contributions, and an endowment of \$2 million.

Mission

FRAME promotes dialogue and cultural exchange between museum professionals and other scholars in France, Canada, and the United States. FRAME pursues its mission by sponsoring conferences and fostering and supporting partnerships in scholarly research, exhibitions, educational programs, and other collaborations organized by its member and affiliated organizations. FRAME is committed to stimulating collaboration and collegiality between its membership, with a core focus on exchange. Its renewed goal of expansion in welcoming new and affiliate members will further the organization's reach and development of networks and public programs.

Vision

FRAME's vision is to cross borders and open minds among museum professionals, museum audiences and cultural leaders, and to provide a springboard for member and affiliate organizations to share best practices and resources beyond the network through partnerships and exchanges of all types.

Values

- Active Participation
- Collaboration
- Collegiality
- Community Engagement
- Dialogue
- Excellence
- Exchange
- Equity and Inclusion
- Experimentation and Innovation
- Leadership
- Service
- Scholarship

Member Museums

- Musées de Bordeaux
- Buffalo AKG Art Museum
- The Cleveland Museum of Art
- Denver Art Museum
- Musées de Dijon
- The Museum of Fine Arts, Houston
- The Nelson-Atkins Museum of Art
- Palais des Beaux-Arts de Lille
- Los Angeles County Museum of Art
- Musées de Lyon
- Musées de Marseille
- Minneapolis Institute of Art
- Musée Fabre de Montpellier
- Montreal Museum of Fine Arts
- Musées de Nancy
- Musée d'arts de Nantes
- Musées d'Orsay et de l'Orangerie
- Petit Palais, Musée des Beaux-Arts de la Ville de Paris
- Portland Art Museum
- Musée des Beaux-Arts de Rennes
- Virginia Museum of Fine Arts
- Musées de Rouen
- Saint Louis Art Museum
- The Fine Arts Museums of San Francisco
- Musée d'art moderne et contemporain de Saint-Etienne
- Musées de la Ville de Strasbourg
- Musée des Augustins de Toulouse
- Musée des Beaux-Arts de Tours
- The Sterling and Francine Clark Art Institute



THE OPPORTUNITY

FRAME is at an exciting inflection point following the adoption of a five-year strategic plan in October 2023. The organization is seeking a dynamic Executive Director based in North America to co-lead the implementation of this new strategic plan and shepherd the organization through a period of growth. The next leader will work in collaboration with their French counterpart to fully implement the plan while focusing on fundraising, network governance, and expansion.

FRAME serves museum directors, curators, educators and other museum professional staff who all convene at annual meetings to discuss projects, opportunities, and issues facing museums. FRAME wants to expand its traditional membership program and develop a new affiliate membership program, which will broaden FRAME's reach in promoting dialogue and cultural exchange at all levels.

The Executive Director for North America reports to the Co-Presidents of FRAME (North America and France) and works closely with the Executive Director for France.

The Executive Director's primary responsibility is to implement the FRAME strategic plan in strong partnership with their French colleague.

Core duties will be in the following areas:

Development and Fundraising

- Identify and secure funding from American donors, corporations, and foundations.
- Manage relationships with patrons and oversee cultivation events, including special trips for FRAME patrons.
- Research potential corporate and foundation grant makers and write and submit grant proposals and applications to secure funds for FRAME projects and program grants.
- Nurture current and develop new strategic donor relationships and create opportunities for engagement through events that expand FRAME's visibility and resources within North America.
- Work with the Development Committee to build the FRAME brand through public engagement.

Governance and Board Relations

- Attend meetings of the FRAME Executive Committee and Board of Directors.
- Collaborate with Co-Presidents and the French Executive Director to prepare materials, manage meeting agendas, and document minutes for FRAME governance meetings.
- Lead the FRAME American Development Committee, and participate on the Governance Committee, together with the Executive Director in France, supporting board operations and compliance.



External Relations and Partnerships

- Foster connections with North American cultural institutions who are potential FRAME members and affiliates and expand the FRAME network.
- Build transatlantic partnerships in connection with the French Executive Office.
- Promote FRAME's mission through new partnerships in development and programming.
- Maintain strong communication with North American FRAME museums, facilitating collaborative projects with the FRAME program advisors and the French Executive Director.
- Routine travel to attend FRAME-sponsored events (exhibitions, educational programs, panel discussions) and meet with FRAME constituents across America and in Canada.
- Oversee web development and communication strategies in consultation with the French Executive Director, enhancing FRAME's brand, for instance, through FRAME-sponsored programs, newsletters and website updates.

Conference / Event Planning

- Plan FRAME's North American events, including biannual spring and fall convenings and an annual meeting with the North American FRAME Museum Directors at the annual AAMD conference.
- Determine the theme and main direction of the FRAME annual conference in conjunction with the Executive Committee.

Administrative and Financial Oversight

- Maintain FRAME headquarters in North America, and coordinate activities with FRAME headquarters in France.*
- Ensure compliance with Delaware 501(c)(3) corporate and tax requirements.
- Maintain day-to-day financial oversight and compile monthly invoices and payment approvals to process transactions under supervision of the Board Treasurer.
- Work with the French Executive Director to oversee finances, prepare budgets, and coordinate with an American bookkeeper and CPA for monthly financial reporting and annual filings.
- Together with the FRAME program advisors and the French Executive Director, administer FRAME's grant programs in North America, overseeing semiannual application cycles and fund distribution.

**Although this position is fully remote and autonomous, the board is considering adding staff pending increased revenue.*

IDEAL EXPERIENCE

The successful candidate will possess many, if not all, of the following professional qualifications, skills, and experience:

- Minimum of 10 years of nonprofit administrative and programmatic experiences, preferably in an art museum or cultural or membership organization, with demonstrated fundraising success.
- Be a self-starter and possess the ability to work independently and collaboratively with demonstrated sensitivity to international and cross-cultural settings, strong communication skills, and a diplomatic demeanor.
- Clear communicator and consensus builder, with an open inviting personality.
- Fluency in French and English required; lived experience in both countries is a plus.
- Experience in bi-lateral organizations is a plus.
- Ability to travel for frequent business trips.
- Candidates based in or near New York City are preferred. (Working hours need to accommodate time difference with France for meetings over Zoom.)

COMPENSATION AND CONTACT

FRAME is an equal opportunity employer and strongly encourages individuals of all backgrounds and cultures to consider this leadership position. FRAME's commitment to inclusivity encompasses but is not limited to diversity in race, nationality, ethnicity, religion, gender, sexual orientation, age, and disability.

Compensation and Benefits

The annual salary for this role will be commensurate with experience and qualifications. Benefits include health insurance, retirement plan contributions, and an annual performance-based bonus.

Contact

FRAME has retained Sally M. Sterling Executive Search to support the search for Executive Director. We welcome comments, nominations, or expressions of interest. All applicants are asked to include a letter of interest with their resume.

Please send an email with supporting materials to the confidential email address: FRAME@sallysterlingexecutivesearch.com.

Photo Credits

- Cover Page: *FRAME Annual Conference, Nancy, 2024*
- Page 2 (left to right): 1) *Françoise Cachin and Elizabeth Rohatyn, Strasbourg, 2002*; 2) *American Embassy in Paris, DC News Now*; 3) *FRAME Annual Conference, Nantes, 2018*
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- Page 4 (left to right): 1) *Mark Bradford, 150 Portrait Tone, 2017, mixed media on canvas, courtesy of the artist and Hauser & Wirth* ©Museum Associates/LACMA; 2) *Musées de Dijon, Musée Rude* ©François Jay; 3) *MMFA Pavillon Jean-Noël Desmarais/Pavilion, photo Bernard Fougères et/and Jean-François Lejeune*; 4) *The Cleveland Museum of Art, Visitors, Scott Shaw Photography*; 5) *Nuit des musées au Palais des Beaux-Arts de Lille* © Palais des Beaux-Arts de Lille, photo Jean-Marie Dautel.
- Page 5: *FRAME Annual Conference, MFA, Houston, photo Daniel Ortiz*

ABOUT SALLY M. STERLING EXECUTIVE SEARCH

Based in the greater Washington, DC area, Sally M. Sterling Executive Search is a female-owned executive search services firm specializing in nonprofit and board leadership.

Sally Sterling, firm founder and principal, is a seasoned executive search consultant with more than 25 years of experience across a variety of nonprofit sectors, including foundations, media, global development, and cultural organizations. Sally's firm focuses on recruiting CEO and C-suite leaders for some of the most influential and prominent organizations, whether they are local, national, or international in scope and/or reach. She has worked for some of the most recognized search firms in the world including as a partner at Spencer Stuart until late 2017 when she decided to open her own firm.