Organization Mission & Programs

The Luxembourg American Cultural Society’s Mission is to preserve the roots of our heritage and nurture the leaves of ongoing relationships between Luxembourg and America.

The LACS is engaged in the following activities and program:

- Sponsors the Luxembourg American Cultural Center, which includes both the Roots & Leaves Museum and the Dooley-Wagner Research Center, the largest research center for Luxembourg studies and genealogy outside of the Grand Duchy.
- Sponsors the annual Luxembourg Heritage Weekend and Luxembourg Fest.
- Publishes the *Luxembourg American Gazette* newsletter.
• Collaborates with American and Luxembourg ambassadors as well as Luxembourg Consuls throughout America.
• Provides educational and cultural opportunities for people of all ages.
• Preserves treasured family heirlooms, artifacts, archival materials, and genealogical data.
• Serves as a resource for all Luxembourg societies throughout America.
• Promotes Luxembourg culture and traditions.
• Patronizes and hosts Luxembourg and Luxembourg American visual and performing arts.
• Advocates for and develops commerce and trade between Luxembourg and America.
• Encourages tourism between Luxembourg and America.
• Fosters ongoing relationships between the people of Luxembourg and America.
• Collaborates with various partner institutions and organizations throughout Luxembourg and America.
• Assists people of Luxembourg ancestry to obtain dual citizenship as a citizen of Luxembourg.
• Serves approximately 3,000 members worldwide by offering various levels of membership and benefits to the Society.

**Organizational Structure, Staffing, and Budget**

The Luxembourg American Cultural Society and Center is a U.S. 501 (c) (3) not for profit corporation located in Belgium, WI. It is the only cultural and historical society in the United States which is formally organized and collaborates with a sovereign nation, the Grand Duchy of Luxembourg. Luxembourg is a member of the European Union. Luxembourg borders Belgium to the west and north, France to the south, and Germany to the east. Luxembourg has a population of approximately 600,000 people.

_Luxembourg City is the Capital of Luxembourg. It has a population of 107,247._

The capital Luxembourg-City is the seat of the Luxembourg Government and the Grand-Ducal
Palace. The private residence of the Grand-ducal family is at the castle of Berg, some 20 miles north of Luxembourg-City. The 60 elected legislative representatives, called "deputes," meet at the Chambre des Deputes in the City.

The Hôtel de Bourgogne in the city serves as the office of the Prime Minister of the country. Luxembourg City is also the seat of several institutions and bodies of the EU. It is one of the de facto capitals of the EU.

LACS has an international Board Structure and membership. Eight (8) Board Members comprise the Executive Committee of LACS. The Executive Committee includes two members who reside in Luxembourg and six who live in the United States residing in Wisconsin, Florida, Illinois, Minnesota, or Texas.

In addition to the Executive Committee, the Board has 22 Directors. Six reside in Luxembourg. Fifteen reside in the U.S. (Arizona, California, Florida, Illinois, New York, Minnesota, Texas, Washington, DC, or Wisconsin). One Director resides in Brazil.

The Museum and Research Center is staffed by 4 full and part time employees. The Executive Director will have overall management authority and will build a team-oriented environment among the staff.

LACS also has an active group of volunteers who are crucial to the long-term success of the LACS and Cultural Center. The volunteers offer their time, talent, and life experience to enrich the Society and programs and services it offers.

The LACS has an annual budget of $500,000 to $600,000.

**LACS Location and Facilities**

The Luxembourg American Cultural Society and Center is in Belgium, WI, about 35 miles north of downtown Milwaukee. There are two main LACS facilities in Belgium. One is the
The Luxembourg American Cultural Society’s *Roots and Leaves Museum* which is the showpiece of the Cultural Center. Housed in the rebuilt Mamer-Hansen Luxembourgian stone barn originally built in 1872 by Jacob Mamer, a Luxembourg immigrant who came to Ozaukee County, Wisconsin in 1846, the *Roots and Leaves Museum* tells the story of the Grand Duchy of Luxembourg, past and present, as well as Luxembourg immigration to America the impact of Luxembourg immigrants and their descendants on life in America.

The exhibit panels, display cases, furnishings, and artwork featured in the *Roots and Leaves Museum* were all gifts from the people of Luxembourg through the country’s Ministry of Culture and were crafted by Luxembourgish artisans. The Luxembourg American Cultural Society is forever indebted to the Grand Duchy for its generosity, which helped to make the Luxembourg American Cultural Center and its *Roots and Leaves Museum* a reality.
The building on the right is the Museum; on the left is the Research Center and LACS offices.

A second building which is connected to the Roots and Leaves Museum houses the LACS offices and the Dooley-Wagner Research Center.

Partnering with Luxembourg’s Ministry of Culture, National Library, and National Archives as well as other historical societies and libraries throughout the United States, the Luxembourg American Cultural Center is proud to be the home of the largest collection of resources pertaining to Luxembourg genealogy, heritage, and culture outside of the Grand Duchy of Luxembourg itself. In addition, the Research Center houses a large collection of resources for families of all ethnicities from Northern Ozaukee County, Wisconsin. The Dooley-Wagner Research Center is open to both LACS members as well as the general public, but all of its materials are non-circulating. The Museum and Research Center is staffed by a professional curator who is assisted by many dedicated volunteers.

Watch an informational video, Click Here.

The Position

The Executive Director is the chief executive officer, strategic development officer, and financial officer for the Society and has, subject to the control and direction of the Board of Directors, executive management over the Society’s activities. The Executive Director signs contracts and other agreements on behalf of the Society and establishes and adheres to
operational objectives and achievement metrics while implementing the strategic vision of the Board of Directors for the future sustainability of the Center and Society.

**Essential Job Functions** (This list is not all-inclusive but is illustrative of the Range of Duties and Responsibilities of the Executive Director Position).

**Leadership Activities**

- Serves as ex-officio member of the Board of Directors, Executive Committee, Finance Committee, and Membership & Development Committee and is a non-voting member.
- Manages overall staff, volunteers and contractors in a collegial and teamwork manner through the Director of Operations.
- Establishes operational objectives and achievement metrics, including a timetable, regarding implementation of the major recommendations in the Strategic Collaboration/Revenue Task Force Report approved by the Board of Directors on December 1, 2018.
- Fosters networking relationships with Luxembourg government officials, contacts, regional representatives, partner organizations, and collaborators
- Complies with Memorandums of Understanding with whom the LACS works toward mutual goals.
- Ability to travel locally, nationally, and internationally, mainly to Europe, including leading tours to Luxembourg, is required.

**Day-to-Day Operations of Society and Center**

- Ultimately responsible for the supervision and evaluation of all staff, interns and volunteers by reviewing and approving annual performance appraisals.
- Formulates annual budget for review by Finance & Executive Committees.
- Oversees preparation and submission of annual tax forms and audit in conjunction with the Director of Operations and financial consultant.
- Prepares BOD agendas in collaboration with Board Chair and Director of Operations.
- In conjunction with Director of Operations, coordinates Board Meetings including transmission of agendas, minutes and other relevant documents.
- Plans and leads tours of Luxembourg with assistance of Luxembourg counterparts.

**Fundraising/Development**

- Formulates and implements fundraising plan annually.
- Identifies and cultivates donor prospects, prepares report of contacts made for BOD.
- Personally solicits gifts from individuals, corporations and foundations, prepares report of first-time donors and recurring donors for BOD
- Creates and prepares report monthly for BOD including names of those solicited and follow up action necessary to secure donation. Report needs to include metrics for first-time and repeat donors as well as donors who are no longer giving.
- Organizes and implements Annual Fund Appeal and other fund appeals with assistance of staff & volunteers.
- Drives and evaluates all fundraising events. Evaluation includes report to the Board of a
specific event’s financial success or failure.
- Fosters planned giving program.

**The Ideal Candidate**

**Education and Experience**
- A Bachelor’s degree is required.
- A Master’s degree in Philanthropy, Not-For-Profit Management, or Museum Management is desired.
- Minimum of 7 years of experience in non-profit fundraising with achievement metrics and proven ability to ask for and obtain financial support.
- 5 years or more as a non-profit museum director a plus.
- Substantial experience in organizational supervision and administration.
- Ability to work collaboratively with Board of Directors, Luxembourg contacts, donors, and members.
- Knowledge of Luxembourg and Luxembourg-American relations or a strong interest and desire to learn about them important.
- Ability to speak Luxembourgish, French and/or German a plus.

**Competencies**
- Ability to establish mutually beneficial relationships with major stakeholders.
- Demonstrates business professionalism in all interactions with public & staff.
- Ability to establish measurable metrics to evaluate the success of current and new programs and projects.
- Organizational and multi-tasking skills.
- Ability to think and act creatively.
- Outstanding interpersonal skills.
- Excellent written and verbal communication skills.
- Excellent public speaking & presentation skills.
- Ability to interact with media.
- Ability and licensed to drive a vehicle.

**Management Style and Personal Traits**
- Team-oriented and collaborative approach to management.
- Driven by a strong service and growth orientation.
- Because of the relatively small staff, be willing and able to fill in when other staff are not available.
- Enthusiastic about the Mission of LACS
- Ability to inspire others
- A good listener
- Able to bring out the best in people
- A sense of humor.
Compensation and Benefits

The starting salary is $80,000 +/- DOQE, with excellent benefits including health and dental insurance after 30 days of service with LACS, paid time off, and up to 3% matching contribution to an IRA after completing 3 years of service with LACS.

How to Apply

The recruitment for this position is being handled by GovHR USA. Candidates should apply by August 23, 2019 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of:

Robert Beezat, Vice President, GovHR USA
630 Dundee Road, #130, Northbrook, IL 60062.
Tel: 630-747-5028

The LACS is an Equal Opportunity Employer.