

Birmingham Civil Rights Institute

Job Description

Job Title: Director of Security and Safety

The Birmingham Civil Rights Institute (BCRI), a 501(c) (3) organization, is a large interpretive museum with a cultural and education research center that depicts the struggles of the Civil Rights Movement in the 1950s and 1960s while promoting a comprehensive understanding of the significance of civil rights development in Birmingham, Alabama. The Institute is located in Birmingham's Civil Rights District which was recently designated a National Monument by the US National Park Service and includes the historic 16th Street Baptist Church, Bethel Baptist Church, St. Paul United Methodist Church, A.G. Gaston Motel, Kelly Ingram Park, Fourth Avenue Business District, and the Alabama Jazz Hall of Fame located in the Carver Theatre. The permanent exhibitions are a self-directed journey through Birmingham's contributions to the Civil Rights Movement and human rights struggles. The Institute opened in November 1992 when selected members of Birmingham's community envisioned a unique place dedicated to ensuring that we never forget the sacrifices and transformative struggle of the Birmingham Civil Rights Movement. Now, almost 26 years later, BCRI remains committed to interpreting this American history. Currently, BCRI reaches more than 150,000 people each year through its galleries, archives and educational and outreach programs. BCRI is looking for an experienced leader as Director of Security and Safety who will report to the President and CEO.

BASIC QUALIFICATIONS

Education:

Bachelor's Degree required with a concentration in Criminal Justice, Security Management, Public Administration, a related subject matter.

Work Experience:

Minimum of 10 years of progressively responsible experience in security, police, or military service. A minimum of seven years of the experience should be in senior leadership and management level. Experience managing safety and security programs and crisis management activities preferred. Managing security for large venues is desirable.

Additional Qualifications:

- Experience with security practices and procedures in a facility or entity open to thousands of visitors annually is highly desirable
- Proactive and independently motivated with sharp focus and a keen attention to detail
- Consult and collaborate with senior management, department heads and United States Park Service to define security needs for the BCRI and the Civil Rights Monument.
- Manage, guide, develop and train staff under direct supervision, fostering teamwork and communication among staff and across organizational boundaries.
- Demonstrated success hiring, developing, and leading strong teams in publicly facing environments with experience managing a uniformed workforce
- Proven ability to motivate staff to successful outcomes
- Strong relationship building skills with a proven ability to work collaboratively
- Demonstrated problem solving skills and initiative, excellent organizational skills and strong verbal, written communication and computer skills

Duties & Responsibilities:

Plan, develop and direct security and safety operations, response to emergency and crisis management situations. Work with colleagues within BCRI to ensure cohesion of security measures, communication, and support. Assess staffing needs and maintain effective levels for 24/7 operations and special events.

Oversees development and implementation of security, safety and emergency related programs, policies and procedures and training required to maintain a safe and secure environment in compliance with management directives and Board policies.

Duties and Responsibilities (continued)

Ensure effectiveness of security systems, technology and devices within the facility including planning, evaluation, purchase, enhancement, installation, testing and servicing.

Oversee thorough investigation and resolution of all incidents. Collaborate with Institute departments to ensure records and reports are properly written, distributed and filed.

Consult and collaborate with senior management, department heads and United States Park Service to define security needs for the BCRI and the Civil Rights Monument. Work constructively with department heads and senior leadership of the management team on projects and committees.

Manage, guide, develop and train staff under direct supervision, fostering teamwork and communication among staff and across organizational boundaries.

Stay current on emergency preparedness and cultural property protection issues. Maintain close working relationship with local law enforcement at all levels.

Emergency Management:

Develop, implement, and continuously update an emergency management plan. Liaise with local officials, maintain up-to-date documentation, devise and lead staff through training.

Provide management and staff with timely information and updates on potential risk or threats to personnel and facilities.

Ensure sufficient staff familiarity with safety procedures. Oversee regular safety drills and training; conduct or participate in inspections and assessments and provide corrective recommendations as necessary.

Responsible for developing business disaster recovery and continuity plans for the Institute.

Lead the Institute's Security and Safety Committee (ISSC) and emergency preparedness initiatives.

Administrative Management:

Provide direct supervision and support of security supervisors.

This position also has responsibility for management of building operations and facilities.

Oversee effective and timely hiring, supervision and performance management of all staff.

Ensure effective planning, development, administration, and operations of departmental budget and personnel.

Manage vendor relationships, supervise security-related contractors. Participate in negotiation of security services, in consultation with the President and CFO.

To Apply: Send letter of interest and resume to cwells@bcri.org by October 30, 2018.

EEO Statement:

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by law.