



## Job Description

<b>Position Title:</b>	Executive Director
<b>Reports To:</b>	Board of Directors
<b>Position Duration:</b>	Full-time; 12 months per year
<b>Last Updated:</b>	March 2022

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### Summary

The Executive Director of the Kids 'N' Stuff Children's Museum, working closely with the Board of Directors, is a strong and dynamic leader who understands, supports, and promotes the mission of the organization. The Executive Director has overall responsibility for fundraising, staff supervision, planning, financial management, program management, marketing, and community relations of this nonprofit agency and its paid staff members and volunteers. The Executive Director will work closely with the board to develop and implement the strategic plan, establish policies, and provide leadership and support to the committees of the board and the staff. The executive director will lead the board and staff through a period of strategic growth, ultimately to become a world-class children's museum. Independent judgment is required to plan, prioritize, and organize a diversified workload with sensitivity and confidentiality. The Executive Director is not a member of the Board of Directors, but is accountable to the entire Board through the Board President. The Executive Director is expected to attend Board meetings, fundraising and public relations activities.

### FLSA Classification

Salaried / Exempt / Administrative and Executive Responsibilities

### Qualifications

- Bachelor's degree required; Master's degree preferred. Degree in museum studies preferred
- Three to five years of experience in successful fundraising for nonprofit institutions, including supervision of professional and administrative staff
- Experience working with a complex set of stakeholders
- Experience working with capital or expansion fundraising campaigns preferred
- Grant writing experience preferred

### Responsibilities

**Leadership and Museum Management:** Provide leadership, vision, and direction to the organization by setting operational and cultural tone, coordinating with the Board of Directors on long term planning and direction; operating as the Museum representative in media; overseeing the management of all museum departments. Work with the board of directors in setting strategies and policies and creating programs consistent with the mission of the organization. Oversee the development and delivery of public programs, exhibits, and school services. Lead the management team responsible for administration of the organization's services. Provide professional staffing and support for the board of directors as it carries out its management and fundraising responsibilities. Works with the Operations Manager to assure proper staffing during all open hours. Oversee program development and exhibit rotation in response to public demand. Ensure that all initiatives are consistent with the museum's mission and are supportive of long-term growth. Ensure the consistent delivery of the highest levels of customer service by all employees, volunteers, and representatives of the museum. Ensure consistent, professional, and updated marketing materials. Ensure accessibility for the historically underrepresented, underserved populations. Responsible for crisis/emergency management. Perform other responsibilities as defined by the board of directors.

**Staff and Volunteer Management:** Ensure legally compliant hiring and employment practices are followed. Oversee museum programs and services through supervision of management staff.



Provide appropriate feedback, guidance, and professional development to staff and volunteers. Develop and maintain positive employee and volunteer morale.

**Fundraising, Resource Development, and Community Relations:** Serve as the primary spokesperson for the museum in order to create a positive influence in the community, establish a presence, and to secure funding. Work with the board to actively seek new revenue sources and maintain current sources to meet all program goals. Nurture and expand the organization's donor base to include the appropriate mix of grants, events, annual, major, and planned giving. Identify, cultivate, solicit, and steward major individual donors and prospects. Actively seek and develop grant opportunities. Manage approved grants to ensure compliance with requirements. Operational oversight of the annual and other fundraising events. Maintain relationships with the membership to ensure retention and referrals to increase the number of memberships. Actively seek involvement from local businesses through the museum's exhibit sponsorship program.

**Financial Management:** Prepare annual budget. Ensure proper fiscal accounting and controls in accordance with the guidelines of funding sources and with sound accounting and risk management practices. Provide accurate monthly status reports to the board. Make recommendations to increase revenue and/or reduce costs. Enter payables and receivables to QuickBooks. Approve payroll. Ensure accounts in QuickBooks are maintained and up-to-date (includes account reconciliation and daily transfers). Oversee credit card spending and payments. Make journal entries and adjustments to accounts as necessary with oversight by the Board Treasurer.

**Strategic Planning:** Work with the board of directors and external consultants to develop short-term and long-term strategic plans for furthering the museum's mission.

### **Supervision**

This position provides direct supervision including hiring, discipline, training/development, and termination of the following positions:

- Operations Manager
- Programs and Outreach Manager
- Floor staff, when other managers are not present

### **Knowledge, Skills, and Abilities:**

- Knowledge of KNS mission, services, policies, and procedures
- Knowledge of non-profit financial management, including both program and company-wide budgeting, as well as profit and cost analysis.
- Ability to develop and implement creative fundraising strategies to enhance the museum's profile in the community and optimize resource development efforts
- Ability and comfort in developing personal relationships during museum events and in off-site social and professional settings
- Planning and organizational skills
- Written, verbal, and interpersonal skills including presentation skills
- Analytical skills
- Volunteer management skills
- Fundraising skills including foundation and private donor programs
- Proficient computer skills including Microsoft Office, Google Suite, social media platforms, donor databases, Quickbooks, Canva or Adobe Creative Suite, email marketing tools, Square Point of Sale system
- Budget management skills
- Strategic marketing and social media skills; including developing and implementing a marketing campaign
- Grant writing skills
- Ability to think creatively to solve complex problems and to take appropriate risks
- Ability to lead organizational growth and change
- Ability to build relationships with community leaders and partnerships
- Ability to effectively manage and motivate seasonal and full-time staff, and volunteers.

# Kids 'N' Stuff children's museum

- Ability to work effectively with individuals and groups from a variety of identities, cultures, backgrounds, and ideologies with a commitment to equity and inclusion
- Familiarity with local, regional, and national early childhood and STEM initiatives and a basic understanding of popular philosophies, theories, and new developments in early childhood and STEM education

## **Working Conditions**

When conducting administrative duties, this role is largely sedentary using standard office equipment (computer, phone, fax, etc.). When working on the floor of the museum, this position will interact extensively with the public and museum guests, often engaging with small children through play; this process may require the employee to sit, squat, climb stairs, and act goofy. This role will include evening and weekend work due to current museum operating hours (Wednesday-Sunday). Additional after-hours meetings and events may occur occasionally.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

***Note:** The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to changes at the discretion of the employer.*