

STEARNS HISTORY MUSEUM

EXECUTIVE DIRECTOR JOB DESCRIPTION

The Executive Director is the key management leader of the Stearns History Museum. The Executive Director is responsible for overseeing the administration, facilities, programs and strategic plan of the organization. In addition, the Executive Director is responsible for planning, organizing, and directing all of Stearns History Museum's fundraising including, the major gifts program, annual fund, planned giving, special events and capital campaigns. The position reports directly to the Board of Directors.

QUALIFICATIONS:

- Must embrace, support, honor, and advance the mission and public history of the Stearns History Museum.
- Must exhibit transparent and high integrity leadership.
- Strong written and oral communication skills
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Have knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and other volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- A bachelor's degree and five or more years in senior museum, nonprofit, or business management experience
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff

GENERAL RESPONSIBILITIES:

1. Board Governance: Works with board in order to fulfill the organization mission.
 - Responsible for leading Stearns History Museum in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2. Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of Stearns History Museum, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support Stearns History Museum's mission.

3. Organization Mission and Strategy: Works with the Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

- Responsible for implementation of Stearns History Museum's programs that carry out the organization's mission.
- Coordinate strategic planning to ensure that Stearns History Museum can successfully fulfill its mission into the future.
- Responsible for the enhancement of Stearns History Museum's image by being active and visible in the community and by working closely with other professional, civic and private organizations.

4. Organization Operations. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

- Responsible effective administration of Stearns History Museum operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing agreements, and other instruments made and entered into and on behalf of the organization.

Actual Job Responsibilities:

1. Planning and operation of annual budget.
2. Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
3. Serving as Stearns History Museum's primary spokesperson to the organization's constituents, the media and the general public.
4. Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance Stearns History's Mission.
5. Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the Stearns History Museum throughout the region.
6. Supervise and collaborate with the Stearns History Museum staff.
7. Strategic planning and implementation.

8. Oversee organization of Board and committee meetings.
9. Oversee marketing and other communications efforts.
10. Review and approve contracts for services as set per board policy.
11. Meet prospective donors and supporters on a continual basis to establish effective communications with them.
12. Oversee and direct the establishment and execution of all fundraising activities including:
 - Grow a major gifts program including identification, cultivation and solicitation of major donors
 - Proposals for grants including research, proposal writing, and reporting requirements
 - Build a planned giving program with a focus on deferred gifts such as bequest expectancies
 - The annual fund program, including mailings and annual fundraising drives
 - Capital campaigns and other major fundraising drives.
 - Fundraising special events.
 - Prospect research
 - Supervise and collaborate with other staff on fundraising activities
13. Other duties as assigned by the Board of Directors.

SALARY/BENEFITS:

Competitive/commensurate with experience and other qualifications.