

Children's Museum of Rock County - Executive Director

POSITION OVERVIEW

The Executive Director is in the top leadership position of the Children's Museum of Rock County (CMRC) and is responsible for the mission, the strategic direction, and the operations of the organization. The Executive Director has responsibility for the day-to-day management of the museum and has full profit and loss responsibility. Priorities include planning, operations, financial management, marketing, and community relations, subject to Board oversight. The Executive Director works closely with the Board of Directors to develop and implement the strategic plan; establish policies, procedures, and goals; provide leadership and support for the staff, committee members, and volunteers.

SPECIFIC RESPONSIBILITIES:

Leadership

- Provide effective leadership to the museum, ensuring efficient operations and an exceptional visitor experience.
- Assemble and lead an effective team to fulfill the mission of the organization.
- Work closely with the Board of Directors, providing regular updates, reporting, guidance and support in executing the museum's strategic plan
- Foster a culture of excellence, teamwork, and continuous improvement by ensuring smooth operational management of administration, human resources, program planning, and facilities.

Strategic Planning

- Develop and execute a clear and compelling strategic vision for the museum, in alignment with its mission and goals, while ensuring fiscal responsibility and sustainability.
- Develop and implement strategic planning for long-range visioning and corporate structure in cooperation with the Board of Directors, Staff, and Consultants.

Finance, Budget, Fundraising

- Responsible for budget development, financial planning, and resource allocation to ensure the museum's economic health and long-term sustainability.
- Provide monthly compilations and coordinate annual review or audit of financial statements.
- Maximize profitability of earned revenue sources including admissions, memberships, gift shop, classes, field trips, cafe, special events, and venue rentals.
- Assume overall responsibility for all required fundraising.

- Lead the organization's team in fundraising efforts, grant applications, and donor cultivation to secure financial support for the museum's programs, exhibits, events, camps, and capital projects.

Community Relations

- Serve as the public face of the museum cultivating relationships with local government, educational institutions, community organizations, and donors to build partnerships and enhance the museum's impact.
- Develop and maintain donor and prospect relationships.

Marketing

- Serve as the Museum's public relations presence and voice in the community.
- Implement marketing strategies to promote the museum and its programs ensuring maximum visibility and participation.

Operations

- Overall management of CMRC.
- Provide effective leadership to all museum departments, including curatorial, educational, administrative, and visitor services, ensuring efficient operations and an exceptional visitor experience.
- Oversee museum operations while leading, empowering, motivating and mentoring team members by providing consistent direction, communication, organizational alignment, professional development/training, and visioning.
- Establish and monitor key performance indicators to measure the impact and effectiveness of museum programs and initiatives.
- Oversee the development of innovative and engaging educational programs and exhibits that align with the museum's mission and cater to the museum's targeted age groups and backgrounds.

Personnel

- Responsible for development and maintenance of policies and procedures manuals, including personnel policies, with management team and subject to board oversight.
- Final authority for hiring and termination of employees, within budget limitations.
- Final authority as to disciplinary action of employees.
- Oversee maintenance of personnel files.
- Perform annual performance and salary reviews for staff.

Facilities

- Oversee the maintenance and improvement of the museum's physical infrastructure, ensuring a safe and welcoming environment for visitors.

- Oversee development and maintenance of Safety Plans (Fire, Weather, Emergency, Lost Child, Intruder, MSDS, etc.).

Reporting & Record Keeping

- Maintain standardized reporting and evaluation measures based on identified objectives.
- Maintain and retain all corporate records; ensure security, integrity and confidentiality of all data.
- Conduct monthly board meetings and maintain communications with Board of Directors.

Other Tasks - As Assigned