



POSITION DESCRIPTION

Title: Executive Director

Reports To: Board of Directors

FLSA Classification: Exempt

Approved By: Board of Directors and Human Resources Administrator

Effective Date: April 2018

POSITION SUMMARY

The Executive Director oversees all aspects of EASM operations, collections, programs and program content, policy-making and implementation, strategic planning, fundraising and development, retail and finance operations, and capital improvements. The Executive Director is responsible for implementing the directives of the Board of Directors, and monitoring, steering and evaluating progress toward achieving the Museum's long-range goals while making appropriate program adjustments as needed. The Executive Director delegates responsibilities to and supervises an executive staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

Management

- Assumes management responsibility for all Museum services and activities.
- Hires, supervises, trains, and evaluates employees, and oversees the work of independent professional consultants.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the Museum, including developing, in conjunction with the Board of Directors, strategies for growth of the Museum campus, facilities, assets, and programs.

Board of Directors

- Recommends and administers policies and procedures of the Board of Directors.
- Prepares a variety of special reports as requested by Board members including, in conjunction with the Finance Director, regular, timely and comprehensive financial reports to the Board of Directors.

Strategic Planning and Budgeting

- Has primary responsibility for the development, implementation, and oversight of the Museum Strategic Plan, including coordinating activities and assisting the committee with the implementation of the Strategic Plan.
- Works with the Finance Director in preparing the budget for Board approval.

Fundraising and Development

- Oversees fundraising and donor management activities.
- Identifies new initiatives and partnerships to grow the EASM membership and revenue.

- Responsible for grant writing and community/corporate sponsorships.
- Interact with major individual donors and make fundraising requests.

Communications and Marketing

- Serves as EASM's primary external contact and spokesperson, including interaction with the media, community associations, and others as necessary and appropriate.
- Ensures that the Museum employs the contemporary and innovative communications methods needed to reach multiple demographic groups.
- Oversees the design, implementation, and evaluation of strategic marketing program.

Education Program

- Responsible for ensuring EASM has a robust educational program that is key to its 501c3 status.
- Ensure programs are relevant and meet the needs of the participants.

SUPERVISORY RESPONSIBILITIES

- Directly supervises administrative employees and indirectly supervises their direct reports.
- Responsible for hiring, performance management, training and development, corrective counseling, and employment separation decisions.

QUALIFICATIONS

- A Bachelor's degree in Business Administration, Museum Management, Finance or a related field is required; a Master's degree in a related field is preferred.
- Requires ten (10) years of experience in an advanced level of executive and managerial capacities; preferably in a non-profit organization. Museum experience is strongly desired.
- Any combination of experience and education will be considered instead of meeting exact qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to lead, inspire, and manage professional, volunteer, and administrative staff.
- Strong understanding of non-profit finance and management.
- Understanding of museum management.
- Ability to work closely and effectively with a Board of Directors.
- Experience in preparing budgets, fiscal management and analysis, and developing and implementing mid-range and long-range plans business plans.
- Ability to establish and maintain effective working relationships with stakeholders, colleagues, employees, officials from other governmental and private organizations, and the general public.
- Ability to communicate ideas clearly and concisely, verbally and in writing; experience with public speaking.
- Proven media relations experience.
- Fundraising and development experience should include: writing successful grants and developing relationships with foundation officers; raising money from individual donors; developing partnerships with corporations or businesses.
- Experience with strategic marketing. The ideal candidate must be able to proactively position the Museum as a destination to create and sell the vision.
- Interest in aviation history and experience in working with aquatic centers are plusses but not required.

- Must be available to work some a variable schedule, evenings, weekends and Holidays when required.

PHYSICAL DEMANDS

- Constantly works on a computer, including reading/viewing from a monitor
- Constantly uses of hands of grasping and holding objects that are necessary for performing in your position (for example: mouse, phone, pen/pencil for writing, files, clipboard, etc.)
- Often performs tasks stationary and/or seated at an office desk or workstation
- Often performs physical activity that requires climbing and/or twisting
- Often performs physical activity that requires bending, stooping, reaching, and kneeling
- Often performs physical activity that requires pushing, pulling, lifting, and/or carrying up to 50 pounds in place or across a distance with or without supportive devices
- Rarely performs physical activity that requires pushing, pulling, lifting, and/or carrying 50 pounds or more in place or across a distance with or without supportive devices
- Sometimes drives or travels by car and rarely travels out-of-area or overnight
- Ability to work seasonally outdoors in variable weather conditions as well as indoors

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.