



Job Title:	Executive Director
Reports To:	Board of Directors
FLSA Status:	Exempt
Department:	Executive/Administrative

Summary: The Executive Director is responsible for all operations of the museum. As the key executive, the Executive Director will be an active participant in the business with operations, events, marketing, and finance and will be charged with the sound growth of the museum. He/she will direct short-term and long-range planning and budget development for both strategic and financial operational aspects of the business. The Executive Director will be responsible for managing, leading and developing staff.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prior experience in a not for profit organization; preferably a museum setting
- Ability to apply knowledge & analytical skills to enhance operational and strategic business decisions
- Must have strong computer, marketing, advertising, networking, communication, and human relations skills.
- Must have a strong team orientation
- Experience with contract and purchase order terms and conditions
- Ability to effectively communicate with multiple constituencies; Board of Directors. Community leaders, donors/patrons, visitors, and staff.
- Ability to travel to represent the museum throughout our area of reach

Education/Experience: 3+ years leadership experience in a not for profit organization. Experience in planning and marketing fund raising activities with demonstrated success in growing the organization. Additionally, involvement with budgeting/accounting, knowledge of IT, and ability to supervise staff. Bachelor’s Degree in Museum Administration or related field. Experience in general museum administration/and or management preferred.

Leadership: Lead the museum operations to achieve KPI’s and museum goals including fostering the Core Values.

Computer Skills: To perform this job successfully, an individual should have strong capabilities in Word, Excel, and Outlook. Familiarity with QuickBooks, QuickBooks POS and Past Perfect software is desirable. Must be proficient with MS Office Suite 2010.

Certificates and Licenses: Valid Driver's License.

Language Ability: Ability to read and interpret documents such as procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is quiet to moderate in an open air cubicle environment. Employees are required to conduct themselves and their business interactions according to that standard by keeping voice volume low, conducting group conversations or meetings in designated conference rooms while adhering to our policy of professional communication including prohibited use of profanity.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may occasionally lift and/or move up to 50 pounds.

Safety: Attention to safety is to be a consideration during the course of every job. The Museum expects every employee to comply with safety rules and exercise caution in all work activities. Employees are required to immediately report accidents and unsafe conditions to an appropriate manager, safety officer, or human resources.

Professionalism and Etiquette: The employee should conduct themselves according to the Museum's Values at all times. This includes displaying a professional appearance and attitude in accordance with the employee handbook.

To perform the job successfully, an individual should demonstrate the following competencies of our Core Values:

Cooperative

- *Diversity:* Show respect and sensitivity for cultural differences and value diversity.
- *Ethics:* Treat people with respect while working ethically and with integrity.
- *Adaptability:* Adapts to changes in the work environment

Respectful

- *Visitor/Member Service:* Responds promptly to requests for service and assistance, manage difficult or emotional situations, solicit feedback to improve service.

- *Professionalism:* Follows through on commitments.

Communicative

- *Oral Communication:* Listens and gets clarification.
- *Written Communication:* Able to compose, read and interpret written information.

Proactive

- *Business Acumen:* Displays orientation to support the Museum's mission and goals.
- *Cost Consciousness:* Work with approved budget and contribute to revenue enhancement and cost control.

Resourceful

- *Analytical:* Collect data and conduct research using intuition and experience.
- *Quality Management:* Look for ways to improve and promote the quality of the Museum's services and events by demonstrating accuracy and thoroughness.

Trustworthy

- *Attendance/Punctuality:* Consistently at work and on time.
- *Dependability:* Follows instructions, responds to management direction, takes responsibility for own actions and holds commitments.
- *Quality:* Demonstrates accuracy and thoroughness.
- *Quantity:* Completes work in timely manner.

Competent

- *Problem Solving:* Identify and resolve problems in a timely manner and develop alternative solutions where possible or necessary.
- *Organizational Support:* Follow policies and procedures, complete administrative tasks correctly and on time and supports the organizational goals and values.
- *Planning/Organizing:* Prioritize and plan work activities by using time efficiently and organizes or schedules other people and their tasks.

Essential Duties and Responsibilities include the following and other duties may be assigned:

- Conduct business based on the Museum's Core Values at all times and strive for harmony and teamwork with all departments
- Provide outstanding service to members, visitors, and other supporters.
- Collaborative and inspirational business leader capable of leading and energizing a diverse organization.
- Strong interpersonal and communication skills. Should have a proven track record as a team player, able to foster excellent relationships and create a partnership atmosphere with internal and external resources while achieving key objectives. Must possess the versatility and flexibility to contribute broadly to the work of the group.

- Innovative and decisive; demonstrates strong commitment and ability to drive for results.
- Demonstrates passion to develop others and successfully leverage resources.
- An entrepreneurial, can-do spirit and roll-up-the-sleeves attitude.
- Oversees and directs operations, planning, marketing, budgeting, human resources, information technology, and insurance activities for the organization.
- Demonstrates an understanding of general economic, business, and financial conditions and their impact on the organization's policies and operations.
- Manage and lead a staff of the following departments:
 - Events planning/marketing
 - Membership
 - Accounting
- Museum Management:
 - Staff oversight
 - Scheduling – staff and volunteers
 - Budget management to include revenue, expenses, payroll and cash flow
 - Facilities management
 - Public Relations to include press releases, presentations, speaking opportunities
 - Revenue Generation – event profitability, increased admissions, members, sponsors, and donors
 - Grants – research availability, prepare/supervise application preparation, promote grant approval, and administer implementation
 - Board Services – attend all meetings, provide briefings, provide reports as requested
- Maintain/Grow Relationships:
 - Ensure positive and productive working relationships with City, County, State, and other quasi government organizations e.g. Lower Susquehanna Heritage Greenway (LSHG)
 - Expand outreach to involve schools (both public, private), businesses, community groups, and civic organizations within the Museum’s catchment area and enlarge catchment area to adjoining counties and states
 - Budget management to include revenue, expenses, payroll and cash flow
- Other duties/responsibilities as assigned

Acknowledged, reviewed and received by: _____

Printed Name

Date