

THE ERIC CARLE MUSEUM OF PICTURE BOOK ART

JOB TITLE: Executive Director
REPORTS TO: Board of Trustees
FSLA STATUS: Exempt

Position Summary:

Responsible for conducting the affairs of the Museum, interpreting and applying the policies adopted by its Board of Trustees and controlling the operations and activities of the staff departments. Provides leadership in all aspects of the Museum's operations and will guide the mission of the institution. Broadens and strengthens the Museum's fundraising capacity, while communicating its mission and purposes with passion and persuasion to diverse audiences. Provides vision and personal leadership for the institution's growth and development.

Essential Function:

Daily Operations

- Leads the Museum in daily operations. Establishes operating policies consistent with organizational priorities and objectives and insures their legality and execution. Integrates the work of the museum's core teams with the strategic goals and policies established by the Museum's Board of Trustees. Performs periodic appraisal of financial position.
- Through supervision of senior managers, plans, organizes, and directs the activities of professional and non-professional staff in all divisions of the Museum: prioritizes and organizes human and financial resources. Direct executive reports include Chief Curator, Director of Finance and Administration, Development and Marketing teams, Facilities Manager.
- Produce an annual operating plan and budget prior to the beginning of the new fiscal year, with appropriate input from internal and external stakeholders. Plan includes: organization-wide goals; operating goals, fund-raising goals, organizational development goals, and strategic goals; expense budgets; revenue plans; staffing plans and any major capital projects.

Board Relations

- Informs, cultivates, invigorates, and makes the best use of trustees, advisors and other key volunteers.
- In concert with board leadership, helps identify and attract new trustees and advisors. Works with the chairs to establish and communicate clear expectations of board service.
- Works to better engage the trustees and advisors so that they increasingly become an effective and influential outreach group of ambassadors and spokespersons for the Museum and its mission.

Strategy

- Works with board of trustees to establish the Museum's Strategic Plan. With the new plan as the guide, works with staff and trustees to set short- and long-term strategic imperatives in pursuit of the Museum's mission, with clearly defined priorities, goals, and measures of success.
- Develops detailed plans for funding and operations that will allow for focused and sustainable growth and long-term stability.
- Ensures that the Museum's exhibits, programs, services, and facilities are appealing to visitors as sources of education, inspiration, and entertainment.

Evaluated
CM 6/08

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- Address infrastructure and capital needs and pursue operating efficiencies throughout the organization in a thoughtful, caring, and open manner.

Revenue Generation

- Actively solicits public and private support and cultivates gifts and bequests. Leads fundraising by galvanizing trustees, volunteers, and staff and through personal efforts.
- Works to broaden and deepen the donor community. Reaches out to new supporters to cultivate their interest over time and build a sustainable foundation for on-going philanthropic support.
- Engages the local business communities in helping the Museum thrive as a vital civic presence in the Pioneer Valley.
- Actively and successfully pursues new avenues for revenue growth through high-powered alliances with partners in the artistic, educational, and/or business communities.
- Pursues short- and long-term audience strategies to increase the number of visitors to the Museum.
- Ensures that the Museum's visitor services and other earned revenue activities are of the highest quality and efficiency, and that appropriate new revenue opportunities are aggressively pursued.

Strengthens and supports the development department. Public Recognition and Visibility

- Serves as spokesperson and advocate of the Museum. Effectively represents the Museum to all community, professional, government, civic, and private agencies.
- Creates strong community involvement. Cooperate with other organizations toward common goals and promote positive relationships.
- Raises the profile of the Museum internationally through enhanced institutional outreach and collaboration, civic engagement, and the media.
- Secures the trust of the Museum's supporters and broadens the net of those who understand and believe in its potential.
- Reinforces and strengthens the Museum's ties and reputation nationally and internationally.
- Continues to develop, strengthen, and sustain relationships with partner institutions locally and nationally.

Requirements

5-10 years experience in general management, including 5 years in a lead organizational leadership role. A track record of growing successful organizations including the ability to manage institutional transformation. • The breadth of experience, perspective and depth to develop the institutional strategic plan. • A good understanding of budgeting, financial reporting, and financial and business analysis. • Demonstrated success in development, fund raising, or sales. • Highly developed interpersonal and communication skills. • The ability to attract, hire, develop, motivate, and lead executives and staff to insure efficient performance of their duties. • A proactive mindset which will be needed to continually seek improvements in the financial and related operations of the institution. Advanced degree or equivalent work experience in nonprofit management, business, finance, or the arts preferred

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