

Laws Railroad Museum and Historic Site Executive Director Job Description

Seeks an Executive Director to provide dynamic leadership to direct policymaking, planning, organization, staffing, and operations.

The Executive Director will work closely with the Board of Directors to refine, develop, and implement a progressive program for the Museum's fundraising, exhibitions, collections management, volunteer development, educational activities, and community outreach.

Summary of Responsibilities:

- Works in conjunction with the Board to develop the strategic direction and establish initiatives to fulfill the mission of the Museum and increase local, statewide, national and international awareness and prominence.
- Directs the museum's operations, to include development, education and public programming, finance, external communications, and staffing.
- Manages and leads the full time staff, part time staff, volunteers, and consultants. Provides on-going volunteer and staff training to ensure compliance with best practices and the highest customer service.
- Leads and participates in all fundraising and development activities, including grant writing and developing relationships with foundations, government agencies, corporations, and individual donors.
- Serves as spokesperson and chief advocate for the Museum. Establishes strong partnerships in the community. Enhances the Museum's customer service and public image to expand interest and support.
- Directs the overall development of public relations and marketing initiatives. Develops an effective communications plan to raise the profile of the museum.
- Manages, secures and maintains the property and facilities of the Museum, as well as the collections held in public trust.
- Assures compliance with all applicable laws and regulations

Required Qualifications:

- Advanced degree preferred.
 - Experience in a museum, nonprofit organization or business, at a senior managerial level preferred.
 - Ability to provide strong leadership, vision and strategic direction. Experience developing and implementing strategic plans.
 - Demonstrated knowledge of standards and best practices for museums, non-profits, or similar organizations, as well as a history of involvement in relevant professional organizations.
 - Strong record of success in fundraising and audience development.
 - Demonstrated excellence in writing and public speaking.
 - Proven ability to work cooperatively, diplomatically, and effectively with Boards, volunteers, and in community relations and outreach capacities.
 - Competence in managing museum operations, including personnel matters. Demonstrated ability to supervise, as well as to work successfully with, museum staff, volunteers, and diverse public constituencies.
 - Evidence of success in developing, managing, and growing an annual operating budget. Strong business management skills.
 - Excellent planning, time management, and decision-making skills. Working knowledge of Quick Books, spreadsheet, database, email, social networking, calendar/scheduling, and word processing software.
 - Willingness to work a variable schedule, including weekends and evenings when needed.
- Salary is commensurate with experience. The Laws Railroad Museum and Historic Site is an equal opportunity employer.