POSITION ANNOUNCEMENT
EXECUTIVE DIRECTOR, SPRINGFIELD MUSEUM

The Springfield Museum, a non-profit organization in Springfield, Oregon, is seeking a qualified candidate for Executive Director. The successful candidate will bring leadership experience in fundraising, grant writing, marketing, financial management, operations; a background in museum or collections management; and an ability to work cooperatively with community leaders, Board of Directors, staff and volunteers.

Overview:
The Executive Director of the Springfield Museum, working closely with the Board of Directors is a strong and dynamic leader who understands, supports, and promotes the mission of the organization. The Executive Director is responsible for implementing the plans and policies authorized by the board, developing organizational and financial plans, and programs. The Executive Director oversees and maintains the day-to-day operations of the organization. The Executive Director reports directly to and communicates fully and frequently with the Board of Director. The Executive Director will present written reports regarding the status of the museum at monthly board meetings. The Executive Director has the operational authority to carry out the duties and responsibilities assigned by the Board of Directors within the framework of policies, plans, and budget as specified in the Museum’s bylaws. The Executive Director will serve as an ex officio member of the board (no vote). The Executive Director is expected to attend exhibit openings, board meetings, fundraising and public relations activities.

Major Areas of Accountability
• Resource Development
  o Develop relationships within the community to support fundraising, donations, partnerships, and memberships.
  o Responsible for the planning and execution of fundraising activities, setting annual goals, participation in the budgetary process, executing strategies and tracking results.
  o Manage and account for fund drives.
  o Maintain relationships with museum members to ensure retention and referrals to increase the number of memberships.
  o Actively seek and develop grant opportunities. Manage approved grants to ensure compliance with requirements.

• Day-to-Day Leadership and Management
  o Operate museum within best practice of nationally recognized standards.
  o Provide supervision and leadership of staff and volunteers in order to assure that there is proper staffing during all open hours.
  o Provide supervision of a volunteer staffing program, including recruitment, training, motivation, and retention of volunteers.
  o Provide rotation of six annual exhibits in response to public demand. Exhibit development includes: research, design, fabrication, installation, promotion and fundraising.
  o Ensure that all initiatives are consistent with the museum’s mission and support long-term growth.
  o Provide oversight of a computerized database for keeping track of museum information.

• Collections Management
  o Develop and maintain appropriate record keeping systems consistent with museum industry standards. Manage artifacts, loan and donation documents, and renewals required to meet legal and internal policies. Maintain records related to storage and care of the museum’s collections and assets.
Maintain and review the museum’s collections policies, engage in research and organize artifacts that are archived.

Respond to inquiries from researchers and the public regarding the museum’s collection; arrange for appropriate public access to artifacts and documents for research purposes.

**Financial Management and Accounting**
- Work cooperatively with the Board Treasurer and bookkeeper
- Oversee budget established and approved by the Board of Directors.
- Strictly manage internal controls per the organization’s Financial Policies and Procedures.

**Marketing**
- Work with the Board of Directors to ensure consistent, professional, and updated marketing collateral materials.
- Ensure all programs, special events, or new exhibits are advertised.
- Ensure that the website is maximized, current, and fully utilized as a marketing, and communication tool.
- Develop programs to enhance the visibility of the museum.

**Community Relations**
- Cultivate and maintain relationships with various committees, clubs, and organizations, schools and media.
- Serve as the museum spokesperson.
- Position the museum as an active team player in the community service and downtown revitalization efforts. Work collaboratively with city officials to enhance the museum’s reputation and opportunities for support.
- Effectively represent and position the museum in successful relationships with local and state government, corporations, foundations, and the public to maintain and enhance community support that will secure the museum’s future.

**Working Relationship with the Board of Directors**
- Inform and educate the board of status of the museum and activities and bring issues of concern before the board in a timely manner.
- Carry out plans and policies authorized by the Board.
- Maintain a positive, professional, communicative relationship with the Board, making it a priority to have a frequent oral and written communication with the President of the Board and/or executive committee.

This job description is intended to highlight key expectations and functions of the Executive Director. Due to the level of management, it is understood that the Executive Director will work outside this job description as needed by the organization. It is understood that a leader of this level will be an initiator, global thinker and will be highly self-motivated.

Full time position. Bachelor’s or Master’s degree preferred or experience in a related field. Salary depending on qualifications. National criminal background check for chosen candidate. Performance review 90 days after hire. **Open until 5pm PST on June 30, 2017.**

Send resume and cover letter to **springfield.or.museum@gmail.com**.