

EVERHART MUSEUM

NATURAL HISTORY, SCIENCE & ART

Executive Director – Job Description

Basic Function:

The Executive Director serves as the chief operating officer of the Everhart Museum. He or she conducts the management of the museum in accordance with the policies and objectives established by the Board of Trustees. Such duties will be performed within the legal requirements, operating policies and procedures of the Board, and the parameters of accepted museum practices.

Position Relationship:

The Executive Director reports to the Board of Trustees. He or she supervises the part-time and full-time staff and volunteers who work for the Everhart Museum. He or she meets with the Board and its Committees on a regular basis.

Responsibilities:

Leadership, Outreach, and Community Relations

Create and lead opportunities for learning and collaboration that further the mission, vision, programs and impact of the Everhart Museum and act as a primary spokesperson with the Board Chair, positioning the organization as a relevant cultural asset in the community.

- Communicate the work and mission of the Everhart Museum to the public in a manner that enhances its reputation and standing.
- Cultivate sound relations with civic leaders throughout the NEPA region, other arts and cultural organizations, community service organizations, and the media.
- Nurture the longstanding institutional affiliations with the Scranton Cultural Center and the Lackawanna County Library System to support a mutually beneficial relationship that strengthens the Everhart's stature in the NEPA community.
- Cultivate appropriate strategic partnerships throughout NEPA to embrace the diverse needs of the region and advance educational programs, outreach, and community activities.
- Support the Programs Department to deliver stellar experiential and object-based programs and lifelong learning opportunities onsite, off-site, and digitally.

Institutional Advancement

Take a leadership role in all fund development programs, including endowment, planned giving, and annual operating efforts and identify appropriate funding opportunities from individuals, foundations, corporations, and government agencies with the Board of Trustees and the staff. Ensure the highest levels of customer service, effective audience interaction, and community engagement.

- Identify stakeholders, develop strategies, and define how key messages will be delivered to various individuals and institutions to maximize the visibility, brand, relevancy, and earned and contributed revenues.
- Lead staff and Board in development activities, maintain strong relationships with the funding community, and develop the most effective donor stewardship and cultivation methods with Board and staff.
- Develop marketing, communication, and public relations programs – including social media platforms – with the Board and staff that achieve earned income goals from membership, special programs, and events while enhancing the Everhart's visibility, value and reputation in the community.
- Continue to create outstanding social experiences, which have become the hallmark of the organization, and recommend other opportunities to grow and develop new revenue streams.

Collections Stewardship, Exhibition, and Program Planning

Ensure the careful, sound, and responsible management of the collection, including legal, social and ethical obligations to provide proper care as well as intellectual control. In collaboration with the Curator and Director of Interpretive Programs, develop a coordinated exhibition and program schedule that maximizes use of the Everhart's collections and resources.

- Supervise the development, management, and care of the permanent collection.
- Create new opportunities to use the collection to advance the mission, including a plan to digitize the collection.
- Develop and implement a rotation of stellar, diverse, and relevant exhibitions and programs that engage and educate the NEPA community while increasing the Everhart's reach throughout the Commonwealth.
- Seek opportunities to strengthen connections with other arts and culture organizations in support of the collection and exhibitions.

Operational and Strategic Planning

Lead short-term operational and long-range strategic planning and implementation processes, including routine assessment of operations, mentoring and supervision of human resources, mobilization of technological resources, and decision-making related to appropriate use of fiscal resources.

- Direct administrative personnel relations to maximize effectiveness and productivity, administering decisive fiscal and organizational leadership.
- Establish an administrative presence and internal relations that promote a professionally kind working atmosphere and attainment of mutually established goals.
- Build a strategy to effectively mobilize and utilize volunteers in support of the mission and programs.
- Generate, implement, and monitor a long-term institutional plan and vision in coordination with the Board and staff.

Governance and Financial Management

Be responsible for the development of financial resources to advance the mission. Ensure that financial activities comply with generally accepted accounting practices. Provide support to best utilize the talents and resources of the Board, stimulate involvement, recruit new members, and work closely with them to ensure strong fiscal health and organizational governance.

- Maintain fiscal responsibility for overall budget and ensure the most effective use of resources.
- Manage cash flow and present appropriate balance sheets, income statements, and other financial oversight tools for Board review.
- Initiate and maintain effective communications with the Board Chair, Treasurer, Executive Committee, Board of Trustees, staff, and volunteers.
- Partner with the Board and community in prospect identification, cultivation, and recruitment of new Board members.
- Orient, educate, and engage Board members to maximize their effectiveness.
- Celebrate the successes of individual Board members and the Board as a whole in recognizing their contribution of time and resources as community ambassadors.
- Help Board committees develop and implement their goals and objectives, and name appropriate staff liaisons to work closely with committees.

Demonstrated Competencies

- Ability to organize and motivate other people to accomplish goals while understanding that plans may need to be altered, and therefore also have the agility and adaptability to embrace and implement change.
- Capacity to set relevant, realistic, and attainable goals and prioritize activities to meet those goals and objectives.
- Ability to anticipate effects, outcomes, and risks and manage resources according to priorities.
- Ability to utilize processes to make informed decisions and then assumes accountability for business and personal actions.

Essential Requirements:

- College graduate with advanced degree in museum studies, art history, natural science or other topics that relate to the interpretation of the Everhart Museum.
- Minimum of five to seven years of progressively responsible experience, including personnel and resource management.
- Experience with direct stewardship of Board of Trustees.
- Knowledge of principles and practices of museum management and fundraising.
- Ability to conceptualize needs and lead strategic planning efforts.
- Ability to successfully communicate orally and in writing.
- Commitment to accuracy and attention to detail.
- Adaptability to change.
- Ability to effectively network for the Everhart Museum, interact effectively with the community, members, sponsors, and donors.
- Skills with computer software used by the Everhart Museum: MS Office.

Employee

Date

Supervisor

Date