

# Everhart Museum of Natural History, Science, and Art

Scranton, Pennsylvania, U.S.A.

## Chief Executive Officer – CEO

### Description of the Everhart Museum of Natural History, Science and Art (Everhart)

Founded in 1908 and celebrating its 115th anniversary in 2023, the Everhart Museum of Natural History, Science & Art is the largest general museum in Northeastern Pennsylvania. The Everhart Museum (EM), located in Nay Aug Park in Scranton, is a nonprofit institution dedicated to the collection, care, and display of a diverse array of objects, including natural history, science, and fine arts. Through its exhibitions and programs, the Everhart Museum has become an invaluable regional resource for educational and cultural opportunities.

Everhart ranks as one of the top cultural organizations and most widely attended attractions in Northeastern Pennsylvania. The museum averages around 25,000 visitors annually.

### A Unique Opportunity

The Chief Executive Officer - CEO will bring strong operational skills to the business of running a regional history and arts museum, balance the needs of internal and external stakeholders, build a stable revenue model to sustain and expand relevant programming, and guide a small professional staff.

The next CEO will be a charismatic and diplomatic leader tasked with engaging new audiences, raising visibility, and expanding EM's base of support. They will be a passionate spokesperson, conveying enthusiasm for preserving the region's culture heritage, history, and current affairs to civic leaders, community groups, and prospective donors from across the region. The CEO will understand EM's unique contributions to the community, and bring new vision to realizing the museum's full potential.

To continue to build upon this foundation long-term, they will be an agile and eager community participant and fundraiser with an eye toward growing EM's base of donors, community partners, and corporate sponsors. They have an opportunity to expand earned revenue through memberships, signature events, and facility rental strategies.

The CEO has delegated authority from the Board of Trustees to conduct the day-to-day operations of the museum and to ensure the mission of the museum is maintained for the service to the community. The CEO will work with the Board to set the strategy for planning,

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growth, and changes to the mission that respond to the community needs and audiences for all museum operations and programs.

The position reports to a 15-member Board of Directors composed of civic, cultural, and business leaders. The CEO oversees a professional staff that includes a curator, preparator, collections manager, director of development, communications manager, education coordinator, a finance manager and an administrative assistant among others.

## **Requirements and Key Responsibilities**

Like all leaders of small nonprofits, the next CEO should bring a balanced approach as both a visionary and operational executive. They should have the capacity for organized, focused work, an ability to manage multiple projects under deadline, and openness to changing situations and opportunities. Specific areas of responsibility include:

## **Strategy, Leadership, & Governance**

- Set strategic direction for EM's mission, vision, and goals in collaboration with the Board of Directors, staff, and community stakeholders across the region.
- Exhibit leadership in the Everhart community through dynamic civic engagement, visibility and representation of the museum, and partnership development with local and regional leaders and institutions.
- Collaborate with the Board of Directors to achieve good governance, including recruiting and onboarding new board members, and advising in key programmatic, management, and resource development activities.
- Maintain and expand EM's local and regional reputation as an expert in historical and cultural preservation.

## **External Relations & Advancement**

- Lead a comprehensive advancement and outreach strategy coordinated by the director of development that includes annual and long-term plans to expand fundraising and

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earned revenue activities that support existing and new programs, general operations, and long-term financial goals.

- Cultivate relationships with individual, corporate, and institutional funders, including identifying new prospects, engaging lapsed donors, and creating stewardship systems to recognize donors at all levels. Serve as primary solicitor for support from major institutional, corporate, and individual donors.
- Oversee an advancement, marketing, and visibility plan that creatively integrates fundraising and programmatic goals, as well as community-related public relations initiatives.
- Serve as primary spokesperson during and outside working hours, effectively representing EM at external engagements and events to enhance the organization's profile among civic organizations, key partners, donors, government and elected officials, education leaders, and the media.

## **Organizational Development & Administration**

- Manage and develop a team of museum professionals with the skills and expertise to administer programs with a high degree of creativity, professionalism, and sustainability.
- Strengthen and support human resources practices, including onboarding, reporting structures, policies, benefits administration, and performance management.
- Develop and support effective decision-making and clear internal communication practices to align staff across different departments and to facilitate productive working relationships.
- Optimize technology to support cross-departmental collaboration, document retention, program management, reporting, and evaluation.
- With a finance manager and the board's Finance Committee, ensure sound financial systems, bookkeeping, accounting procedures, and internal controls are in place and implemented. Ensure reliable, regular, and timely financial information, as well as comply with annual audit and tax filing requirements. Manage the general oversight of endowment and investment portfolios.
- Administer budget preparation, monitor income and expenses, assure input from individual departments is integrated into budgetary assumptions, support long-range

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budget planning and analysis, and provide the staff, Finance Committee, and Board of Directors with comprehensive and regular reports.

- Support the management, maintenance, and repair of EM's historic 25,000 square foot facility.

## **Exhibitions, Community Engagement, & Education Programs**

- Provide executive leadership in collaboration with museum curators and educators in managing compelling, culturally relevant, and innovative public history programs, education initiatives, and community engagement efforts.
- Monitor planning, implementation, and evaluation of programs, special projects, and services, including special fundraising events.
- Work with the education team to maintain and sustainably grow outreach to schools across the multi-county Northeastern Pennsylvania region.
- Build relationships with the Lackawanna County Commissioners, the City of Scranton and other regional cultural and visitor supporters to build a sustainable, visitor-friendly suite of activities and events that highlight the richness of the region as a tourist destination.

## **Experience, Skills and Qualities**

The position of CEO will be a challenging and rewarding opportunity that requires a diverse set of skills and experiences. The Board is seeking qualified candidates that can lead the organization with vision, skill, and creativity. While we understand that no single candidate can possess every qualification listed below, the following are priority areas:

- Passion for preserving history, interpreting cultural heritage, and building community through small, community-centered museums.
- 5+ years of leadership roles in nonprofit, public sector, academic, or small business settings; experience in museums or cultural institutions is highly valued but not required.
- Experienced fundraiser able to secure long-term relationships and cultivate major gifts with individual and corporate donors.

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- Proven track record stewarding community relationships: aptitude and appetite for active participation in civic organizations, particularly those focused on tourism, cultural advancement, municipal advocacy, and small business development.
- Business acumen, including a working understanding of contract negotiations, IT and finance systems, budgeting, marketing, governance, and HR.
- Successful record of setting vision for, managing, and implementing strategies that scale programs, initiatives, or organizations to a new phase of growth.
- Polished and persuasive written and verbal communication skills.
- Demonstrated experience working effectively with a Board of Directors, including engaging them in fundraising opportunities, participating in board recruitment, and orienting them to EM's unique culture, programs, and communities.
- Accomplished manager with a gift for fostering a culture of accountability, successful delegation, high performance, and effective internal communication with a small team.
- Capable steward of public-private partnerships, including with policy and budget matters associated with local, county, and state-level governments.
- Comfort with engaging a wide variety of stakeholders in many different settings with confidence, integrity, cultural awareness, and curiosity.
- Professional or significant volunteer experience in a setting connected to museums, history, and/or cultural heritage within the Mid-Atlantic region is considered a major plus, as is work experience within the Commonwealth of Pennsylvania.
- Prior knowledge and work experience in Greater Scranton, PA and Northeastern Pennsylvania a plus.

## Compensation

The budgeted salary is \$80,000 to \$95,000, with a generous benefits package that includes employer-matched retirement savings, health, dental and vision insurance, paid time off, and support for continuing education. A budget for relocation assistance can be provided.

Applications will continue until the position is filled. Confidential inquiries, nominations/referrals, and applications (including resumes and letters of interest) should be sent electronically to [executive.director@everhart-museum.org](mailto:executive.director@everhart-museum.org).

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