**Chief Executive Officer – CEO** Edited Short Version – 4/18/2023

**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), is a nonproﬁt institution dedicated to the collection, care, and display of a diverse array of objects, including natural history, science, and ﬁne arts. 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 to collaboratively work together in a flexible, fast-paced environment to meet performance and strategic objectives of the museum including outstanding visitor and stakeholder experiences.

The next CEO will be 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 be an agile and eager community participant and fundraiser with an eye toward growing EM’s base of donors, community partners, and corporate sponsors.

The CEO will conduct the day-to-day operations of the museum and 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, 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.

**Requirements and Key Responsibilities**

The 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 Northeast PA community through dynamic civic engagement, visibility and representation of the museum, and partnership development with local and regional leaders, institutions, stakeholders and partners.
* 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.
* Provide strong people and team development skills to lead and build a sustainable staffing model of talent to deliver the objectives of the museum, while achieving performance and financial objectives.

**External Relations & Advancement**

* Lead a strategy that includes annual and long-term plans to expand fundraising and earned revenue that support existing and new programs, general operations, and long-term financial goals.
* Cultivate relationships with individual, corporate, and institutional funders, both new and old, and recognize donors at all levels. Serve as primary solicitor for support from major institutional, corporate, and individual donors.
* Oversee a 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.
* Set focused grant writing objectives and deliverables to execute the mission of the museum.

**Organizational Development & Administration**

* Manage and develop a team of museum professionals and staff with the skills and expertise to administer programs with a high degree of creativity, professionalism, and sustainability.
* Strengthen and support human resources practices.
* Develop clear internal communication practices to align staff across different departments and all levels.
* Optimize technology to support cross-departmental collaboration, document security and retention, program management, reporting, and evaluation.
* Insure sound financial systems, bookkeeping, accounting procedures, and internal controls are in place and implemented. Manage the general oversight of endowment and investment portfolios.
* Administer budget preparation, monitor income and expenses, support long-range budget planning and analysis, and provide comprehensive and regular reports.
* Insure the management and maintenance of EM’s historic building and grounds

**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, including fundraising and special events.
* Work with the education team to maintain and grow outreach to schools across the multi-county Northeastern Pennsylvania region.
* Build relationships with the government entities, cultural and regional stakeholders to build a sustainable, visitor-friendly suite of activities and events that highlight the richness of the region as a tourist destination.
* Lead the team to provide consistently positive visitor and stakeholder experiences.

**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. The following are priority areas:

* Passion for preserving history, interpreting cultural heritage, and building community relationships.
* 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 marketer or fundraiser able to secure long-term relationships with individual and corporate donors.
* Proven track record stewarding community relationships: aptitude and appetite for active participation in civic organizations.
* 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 all level of 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 with the cultural heritage within the Mid-Atlantic and Northeastern Pennsylvania region is considered a plus.
* Prior knowledge and work experience in the Greater Scranton, PA and Northeastern Pennsylvania a major plus.

**Compensation**

The budgeted salary is $90,000 to $100,000, with a generous benefits package.

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.

*Everhart Museum is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.*