Runestone Museum Foundation
206 Broadway Street
Alexandria, MN 56308

Executive Director Job Description

Mission Statement of the Runestone Museum Foundation: *"Preserve our past to inform our future and kindle curiosity about regional history and heritage through community engagement and education."*

Full-time exempt position (40-60 hours/week)
Hours include, but are not exclusive to: museum business hours, museum events, community events, presentations to groups outside of business hours.

Summary of Position

Under the direction of the Board of Directors, the Executive Director is responsible for overall management and operation of the Runestone Museum, the Foundation, buildings and grounds (including Fort Alexandria), and Big Ole. The Executive Director is charged with implementation of policies set by the Board of Directors, Annual Goals and Action Plans, Protection of the organization's Financial Assets, Financial Management and Stability, Quality Standards in Mission-based Activities, Human Resources, Customer Service, Facilities Management, Marketing, Collection Care, Educational Programs and Public Relations.

Key Responsibilities

Responsible for administration of the overall operation of the organization to produce measurable results to the satisfaction of the Board of Directors.

Staffing and Personnel:

- Provides leadership and management for Staff, Visitors and Volunteers. Responsible for ensuring appropriate staff is in place during any/all hours of operation.
- Facilitates communication, cooperation and building a cohesive work environment for all departments within the organization. Identify areas of need and seek volunteer resources, educational resources, and professional development opportunities for staff and Board.
- In conjunction with Museum staff, oversee the recruitment, training, and coordination of Museum volunteers.
- Oversees all staff including front desk, event, and building management staff, hiring, training, and evaluating employees; assigning and directing of work; mentoring, rewarding and disciplining employees; addressing complaints and resolving problems.

- Financial and accounting functions:
- timely monthly reports such as payroll, budgeting, financial analysis, and capital asset and property management in accordance with generally accepted accounting principles.
- Makes financial recommendations and facilitates annual budgeting process with the RMF Treasurer; timely billing/ chargebacks and paying all RMF's bills; translates detailed financials to summary form.
- Grants: oversees grants and vendor contracts including timetables and results. Manages all grant writing, donor communications, gift/grant management, and evaluation activities in a timely manner.
- Ensures all deposits and financial activities for the organization are tracked and dispersed according to schedule.
- Ensure compliance with all licenses and documentation for the Runestone Museum Foundation's 501c3 status and other legal requirements for operations.

Membership and Stewardship

- Builds relationships with current donors and seeks new donors.
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Building and Facility Operations:

- Proper functioning of equipment, computer systems, building security systems, maintenance and cleanliness, and safe use of the facility.
- Ensures premises are clean and campus operations serve public operations and private rentals.
- Prioritizes and recommends future building enhancements.
- Ensures smooth internal operations with staff via various internal software systems.

Museum Management Systems:

- Responsible for oversight of RMF artifacts, acquired objects, collections and organization thereof, relevant to the RMF mission.
- Plan, organize, interpret and present exhibitions, lectures, tours, classes and outreach programs. Ensures all relevant literature and digitized information is current and up to date. Makes changes as needed.
- Oversees policies and procedures enforced by staff to ensure successful contract execution and maximum profitability.
- Responsible for the development and implementation of marketing strategies and results; maintaining accurate and effective online and print materials.
- Represents the Runestone Museum Foundation in its business relationship with the community, sponsors and museum members. Embodies strong interpersonal skills including experience in public speaking, ability to build relationships with local government, business and non-profit organizations as well as other relevant organizations such as resources like the University of Minnesota Extension offices and Alexandria College.