



## **Executive Director**

**Mission:** The Children's Museum of St. Tammany inspires children to imagine, explore, and create in an interactive learning environment.

**Vision:** The Children's Museum of St. Tammany envisions a community where play is encouraged, creativity is nurtured, and learning is enjoyed.

**Role Summary:** The CMST Executive Director is the primary face and fundraiser of the organization. The ED will seek resources for CMST operations, programs, exhibits, and other experiences as may be arranged when collaborating with donors and sponsors. The ED oversees policy development with the Board of Trustees and strategic planning for the organization. The ED has overall responsibility for staff supervision, planning, financial management, program management, marketing, and community relations, subject to board oversight.

➤ **Fundraising/Development:**

- Works in conjunction with the Board of Trustees on the development of long-term strategies for sustainability of the museum through fundraising
- Assists with the planning and execution of fundraising events
- Builds new donor relationships while maintaining ongoing relationships
- Seeks opportunities for financial support through grants and sponsorships
- Implements new donor management system
- Sends appreciation communications

➤ **Human Resources:**

- Supervise Director of Operations to ensure compliance with all federal and state regulations
- Conduct performance evaluations on supervised employees
- Plan and execute museum wide employee training as needed
- Establish and maintain operational calendar for CMST
- Create an atmosphere of employee appreciation and support

➤ **Financial Planning and Reconciliation:**

- Participate as a member of the Finance Committee with CMST Board President and Board Treasurer to oversee all financial matters of CMST
- Prepare and present preliminary draft of the budget to the Finance Committee Chair (annually)
- Manage relationships with company's financial partners
- Ensure collection of attendance and outreach numbers including daily admissions/entry, outreach, volunteers, special events, rentals, and employees to establish budget projections and prepare annual reports
- Monitor budget expenditures and seek to improve efficiencies
- Review and amend expenditures as needed through Board approved portals and reports collaboratively with Board of Trustees Treasurer



- Review and recommend business operations strategies and expenses to ensure sustainable operations
- Approve all expenditures

➤ **Capital & Exhibit Supervision**

- Supervise new exhibit construction in collaboration with Design Committee
- Recommend improvements/maintenance/acquisition of new exhibits and overall museum maintenance and/or capital expenditures to Board of Trustees

➤ **Additional Responsibilities:**

- Assist with special events
- Supervises all members of Leadership Team (Directors of Operations, Programming & Education, and Marketing & Business Development)
- Attends Board of Trustees and Advisory Board meetings
- Serves as Ex-Officio, non-voting member of the Board of Trustees
- Prepare Monthly Museum and Financial Report for Board of Trustees Meetings

➤ **Education, Qualifications and Skills**

- B. A. Degree in field related to job responsibilities preferred and five years' experience in non-profit development
- Considerable knowledge of the principles and practices of successful customer service and business operations
- Exhibits leadership qualities
- Understanding of policy, planning, and strategy
- Ability to develop, implement and review policies and procedures
- Ability to oversee budgeting, reporting, planning, and auditing
- Understanding of necessary legal and regulatory documents
- Ability to build alliances and partnerships with other organizations
- Exceptional ability to implement strategies that successfully align with the Children's Museum of St. Tammany's short- and long-term strategic plan

**Classification:** Exempt/Full-Time

**Pay:** Salaried \$60,000 - \$65,000

**Position:** 40 hours a week scheduled; Schedule may fluctuate; Additional hours may be scheduled, including nights and weekends to accommodate museum special events.

**Reports to:** President, Board of Trustees