



**Position title:** Executive Director

**Status:** Full-Time, Exempt

**Reports to:** GRCM Board

**Salary:** Range depending on experience, \$55,000 to \$65,000 + benefits package

**About GRCM:**

Great River Children Museum is an emerging organization seeking to become a destination for families and children in downtown St. Cloud. In 2018, the initial planning group transformed into a 15-people board of directors. They received a building donated by a local bank in the heart of St. Cloud. The board is dedicated to creating a unique environment that uses the power of play to spark children's learning, strengthen families and build community connections. The vision is to build a welcoming space for all families and a unique community resource that supports the well being and learning of all children and prepares children for a more culturally diverse community and a changing world.

The Executive Director will have an opportunity to lead the development of a new children's museum. The community has a strong economic base with health care, higher education institutions and industry in Central Minnesota.

**Position Description:**

The Executive Director is the key management leader of Great River Children's Museum, responsible for overseeing the administration, programs and strategic plan of the organization. The Executive Director will work closely with the board in our Capital Campaign and creating exhibits and programs that reflect the community.

**Required Qualifications:**

- Bachelor's degree required from an accredited institution, graduate degree preferred.
- Minimum of 5 years of leadership and management experience
- Experience working with a board of directors.
- Experience with fundraising strategies and donor relations
- Experience with community engagement and building collaborative relationships
- Strong written and verbal communication skills

**Preferred:**

- Experience with starting museums

- Experience working with architects and construction projects
- Demonstrated ability with managing information systems
- Evidence of multicultural competence, including the ability to work with individuals and groups from diverse backgrounds, economic status and/or abilities.
- Passion and commitment to the mission of children's museums.

### **Job Responsibilities**

- Project and Building Management
  - Work with architects and contractors in building & construction plans
  - Coordinate the design and installation of exhibits
- Fund Development & Public Relations
  - Develop and support donor relationships
  - Identify and secure grant funding and explore other opportunities for museum income
  - Build collaborative relationships with community partners
- Financial Management & Systems management
  - Managing information systems
  - Prepare and manage to annual budget
  - Provide monthly financial reports
  - Manage operations, revenue and expenses
- Business and Strategic Planning
  - Implement a marketing plan
  - Evaluate effectiveness of programs and services
- Staff and Volunteers
  - Hire, support and supervise staff
  - Evaluate staff and volunteer performance
  - Participate in self-evaluation and professional development
- Program Development
  - Develop exhibits and environments that engage children and families
  - Create programs and outreach activities that engage diverse groups of children and families.
  - Create a Co-Learning Resource Center with local institutions of higher education
- Board Relationships
  - Work with the board of directors to implement board goals and plans

### **How to apply:**

Please send your cover letter and resume to: [GRCMjobs@greatrivercm.org](mailto:GRCMjobs@greatrivercm.org) and in the subject line please write: Executive Director application. You may address your letter to GRCM Board of Directors.

We will begin reviewing applications on March 16<sup>th</sup>. Those who apply by then will have priority. However, the position will remain open until filled. If you have any inquiries about this position, please email [GRCMjobs@greatrivercm.org](mailto:GRCMjobs@greatrivercm.org) subject line please write: ED-Question.