POSITION DESCRIPTION

Title: Executive Director

Reports to: Board of Directors

Summary: Under the direction of the Board of Directors, the Executive Director/CEO is responsible for the day-to-day operations of Discovery Gateway Children’s Museum. The responsibility extends to the consistent attention to the success of its mission, financial goals and strategic direction. The position is the primary fundraiser, relationship manager and public face of the museum. The individual aspiring to be in this position will need be passionate and have a personal/professional dedication to the types of informal education possible in a museum including early childhood development, innovation in technology and museum planning and execution. Relationships with funders, Salt Lake County, staff, Board of Directors are critical to the success of the position. They should be a strategic thinker, who can lead a staff toward creating solutions for funding and program advancement.

Supervisory Responsibilities: Supervises and recruits the museum’s Leadership Team and other administrative staff. Provides direction to all members of the organization.

Employment Classification: Full-time, FLSA exempt status. Work schedule is determined by museum needs, which may include night, weekends, and holiday work hours.

General Responsibilities:

Reports to the Board of Directors, the Executive Director/CEO:

• Provides visionary and strategic leadership to Discovery Gateway that advances the mission and goal(s).
• Works with the Board of Directors, Executive Committee and officers to inform on conditions and operations of the museum.
• Acts as the key liaison to the Board of Directors and Executive Committee.
• Provides leadership to the internal operations and programs ensuring a well-managed and highly-respected organization.
• Leads the organization and involved in resource development, creating new relations with current and future funds/donors and prospective supporters.
• Provides effective management and direction to staff to build their skills and performance.
• Understands the financial health of the organization and provides strategies for improvement.
• Manages to juggle multiple tasks in a deadline driven environment. Flexible, fast learner with initiative. Highly organized, with attention to detail and accuracy.
• Demonstrates an ability to establish and maintain effective working relationships both within and outside the organization as well as working well with others in team situations.
• Attends and is prepared to report at quarterly board meetings, executive committee meetings and other meetings as needed.
• Supports and maintains a high degree of staff morale.
• Ability to communicate effectively and accurately representing the organization to internal and external constituencies.

Qualifications:

• A Bachelor’s degree required, and an advanced degree is strongly preferred.
• A positive track record in developing and maintaining healthy relationships as it applies to the Board of Directors, staff, partners (non-profit and public).
• Experience in non-profit executive management is necessary as is budgeting, development and training.
• Required is strong written, presentation and oral communication skills and comfortable with public speaking.
• The candidate must be comfortable in public persuasive presentations regarding Discovery Gateway.
• Minimum of at least five years’ senior level organizational management and leadership experience including management of staff and experience working with, on or for a board of directors.
• Demonstrated skill in fundraising at all levels.
• Understanding of the value proposition of the importance of a children’s museum in the community.
• A charismatic and inspiring leadership style that engages and supports the work of the Board and staff.
• Ability to establish and maintain effective working relationships with public, county and city officials and community leaders who are central to the success of the museum.
• Knowledge of museum planning, fundraising, administration of museum education and is confident in detailing the part a children’s museum plays in a community. Is competent and comfortable in articulating this vision.

Application
• Send resumes to Jamie Wilson, HR Manager, jwilson@discoverygateway.org
• Salary range: $100K to $130K plus bonus potential for meeting target growth and achieving revenue goals. Benefits package will be prepared for review.
• Please send current salary and salary history.

Our Mission: To inspire children of all ages and abilities to imagine, discover, and connect with their world to make a difference.