



**MUSEUM *of*  
VISUAL  
MATERIALS**

## **Job Description**

Job Title: Executive Director  
Status: Full-time, Nonexempt  
Reports To: Board of Directors

### **Job Summary**

The Executive Director for the Museum of Visual Materials is responsible for strategic planning, leadership, budget management, development/fundraising, and operations and facility management. These duties include oversight of programs and staff and the development and implementation of a strategic plan to help the Museum grow in a cost and time efficient manner.

### **Job Responsibilities**

#### Administration Duties

- Develop and carry out strategic goals.
- Direct and track operational budget decisions to increase strategic reach and report findings to the Board of Directors, to include creating an annual budget.
- Communicate effectively with the Board and provide all information necessary for the Board to function properly and to make informed decisions in a timely and accurate manner.
- Engage in development, fundraising, and marketing activities to meet budget and enhance the Museum.
- Maintain and oversee a donor database for fundraising and programmatic activities.
- Develop, maintain, expand, and promote programs, services, and offerings.
- Manage the facility, including repairs, updates, and general maintenance.
- Analyze operations to enhance efficiency and meet strategic goals.
- Conduct all human resource functions, including staff supervision and performance reviews.
- Establish and maintain relationships with the media, partners, community, guests, and customers.
- Attend networking activities and professional development sessions to engage with the community and learn current best practices.

Other duties as assigned.

### **Skills and Qualifications**

- Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision.
- Demonstrate excellent communication skills, including writing and public presentations.
- Ability to manage multiple projects and work assignments from a variety of staff and volunteers.
- Excellent interpersonal skills both in person and by phone, with high professionalism.
- Fantastic customer service ethic and high expectations for quality.
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint, and mail merges; email and web searches; donor database experience; familiar with Quickbooks.
- Must be able to lift 50 pounds to assist with event set-up and tear-down of tables and chairs.
- Bachelor's degree in business or related field experience preferred.