



## LEADERSHIP OPPORTUNITY

### Non-Profit Partner Executive Director

We're an interactive and immersive museum, featuring hands-on and collections-based exhibits that tell the stories of Northern Colorado and beyond.

- Come face to face with two endangered black-footed ferrets
- Feel the stories of those who called this region home long ago
- Marvel at the curated light and sound shows in the OtterBox Digital Dome Theater
- Jam out on guitars, drums, and a Theremin in the Music & Sound Lab
- Connect with nature as you support an entire ecosystem in the Funky Forest

**Fort Collins Museum of Discovery (FCMoD)** is not like any other museum you have experienced. Our exhibits and collections are broad and diverse, seamlessly weaving together scientific phenomenon with historical reflection. Our programs are innovative and intriguing, inspiring generations of life-long learners. And our organizational model is different from most, featuring a pioneering public/private partnership. All of these elements come to life every day at FCMoD to ensure that the museum, its staff, its supporters, and visitors experience the best we have to offer.



## First, a Little History

The Fort Collins Museum of Discovery of today was built from a partnership between the City of Fort Collins Museum (established 1941) and the nonprofit Discovery Science Center (1989). After merging operations in 2008, and with the generous support of many members of our community, we built a new museum to share unique and fun learning experiences that explore the interplay of science and culture. The partnership between the City and the nonprofit continues on today, creating extraordinary opportunities for visitors to engage with that interplay in ways that are deeply relevant to our community, our geography, and our shared history.

Since opening in 2012, we have welcomed over 700,000 visitors from all 50 states. Our exhibits gallery boasts long-term exhibits in science, music, agriculture, astronomy, first peoples, wildlands, and more, including 4 buildings of regional historical importance at our Heritage Courtyard, the on-site Archive & Collections, and Northern Colorado's only 360° immersive theater – the OtterBox Digital Dome Theater. Since 2016, we have welcomed national touring special exhibitions from producers including National Geographic, American Museum of Natural History, the Smithsonian, and more. Each year, we offer 400 unique science- and culture-based programs for learners ages 2-102.

We were proud to achieve accreditation by the American Alliance of Museums in 2018, the highest recognition of excellence in museums in our nation. We received the greatest compliment from our peer reviewers during the accreditation process: "Fort Collins has a 'vibe' about it and the museum is clearly in sync with the intangibles that make up this vibrant community."



## More About Our Dynamic, Innovative Partnership

FCMoD's public/private partnership presents a unique opportunity to jointly manage operations and create a shared long-term vision for the museum. The Executive Director of the Non-Profit Partner (NPP) and the City Partner's (CP) Executive Director cooperatively manage the Fort Collins Museum of Discovery (FCMoD).

Both the NPP Executive Director and the CP Executive Director work together in a Co-Director relationship of equal standing; one does not have decision-making authority over the other. The Co-Directors together to envision, develop and implement strategy and management that allow FCMoD to thrive as a dynamic, sustainable institution.

In 2019 the City Partner (the City of Fort Collins) contributed roughly 38% of FCMoD's annual budget. The City also provides critical support in the form of building, grounds, and technology maintenance. The remaining funding for museum operations comes from earned revenue from ticket sales, memberships, and retail operations as well as from generous community supporters. Our total annual combined budget from both partners is \$2.8 million. We have a staff of 53 professionals, 19 of whom are employed by the City of Fort Collins, while 34 are employed by the nonprofit partner.

Additionally, the museum benefits from a highly dedicated volunteer corps, with 323 current active volunteers. Our volunteers are involved in all aspects of museum operations, from greeting visitors to preparing exhibits, to supporting administrative activities.

Staff and volunteers blend their many talents on a daily basis to deliver on our core mission – to create meaningful opportunities to learn, reflect, and have fun through hands-on and collections-based explorations in science and culture.



## A Quick Overview of the Nonprofit Partner Executive Director Position

FCMoD's NPP Board of Directors sets policy, provides oversight, and delegates authority to the NPP Executive Director to lead the Non-Profit and co-direct FCMoD in a manner that collaborates with strategic partners while advocating and representing the interests of the Non-Profit Partner.

At a summary level, the NPP Executive Director provides:

### Strategic Leadership

In cooperation with City Partner Executive Director, spearheads strategic collaborations, development goals, visibility, and financial health while instilling confidence both within the organization and the broader public community.

### Operations Leadership

Oversees day-to-day operations and management of the non-profit business, including innovative and creative approaches to enhancing and expanding the philanthropic and revenue-producing opportunities and overall awareness of FCMoD.

### Revenue Generation

Creates and directs earned revenue in support of the needs of FCMoD, including membership, retail sales, and facility rentals. Works closely with Board and Museum Leadership to identify and cultivate prospective donors. Connects with new potential donors and grows the existing donor community.

### Financial Leadership

Develops, coordinates and oversees the institutional budget with the City Partner Co-Director to ensure FCMoD's long-term financial health, sustainability and growth.

### Culture & Staff Leadership

Fosters an open, positive, and collaborative organizational culture. Plans and executes staff development strategies with the CP Co-Director.

### Board & Community Leadership

Supports and facilitates the NPP Board of Directors. Actively engages and cultivates relationships with current and prospective Board members and key stakeholders.

## How Can You Make a Strategic Impact at this Unique Institution?

As a key member of the Fort Collins cultural community, the museum shares in the ten year vision recently established in the Fort Collins Arts & Culture Master Plan. This plan has five primary goals that focus on increased inclusion, continued creativity and community engagement, and building long-term sustainability for our unique community and identity.

For more information about the Fort Collins Arts & Culture Master Plan, please visit:  
<https://ourcity.fcgov.com/1159/documents/5116>

FCMoD also has an annual operating plan that presents the museum's operational strategy for that year and foreshadows the next four years. This agreement is reviewed and approved by both the NPP Board of Directors and the City Manager.

The incoming NPP Executive Director will play a leadership role in bringing this vision to life and in managing key museum efforts that support the broader master plan:

### External Relations

- Plan for and develop additional physical capacity for exhibits, programs, and internal functions.
- Develop new strategic partnerships with local organizations and funders and continue to enhance existing community relationships.
- Identify new sources of financial support and evaluate needs for future capital campaigns.
- Identify new opportunities to bring new programming to many different audiences in the region.
- Continue to showcase the unique value of our strong public/private partnership.

### Internal Operations

- Develop remaining exhibit space in current facility.
- Develop plans for refreshing exhibits and create long-term vision for exhibits and programs on regular basis.
- Continue to find creative and impactful ways to utilize the OtterBox Dome Theater.
- Optimize internal administrative functions for the next chapter of the museum's growth and development.
- Develop long-term strategy for endowment funds.
- Evaluate effectiveness of membership program and ensure that benefits offered drive member value.

## So, What is Our Culture & Co-Leadership Model?

Our team culture is defined by collaboration and partnership that exist at all levels of the organization. With a co-leadership model driving operations and decision-making, staff succeed in this environment by embracing such shared responsibility as a normal part of daily operations.

At the museum, we've come to understand it is the partnership relationship that is leading the institution, not us as individuals. The mission and vision are the driving forces, and we work together to resource and operate FCMoD in a holistic manner for the benefit of the community.

Many people like the idea of a public/private partnership and co-leadership, but they don't always understand how we live it at FCMoD. We spend a lot of time educating people why we're greater than the sum of our parts, sometimes expressed as  $1+1=3$ .

For more insight into our co-leadership model, please visit the details we recently shared with the American Alliance of Museums:

<https://www.aam-us.org/2019/02/22/when-dual-leadership-works-113/>



## Living in Fort Collins

Nestled in Colorado's majestic foothills, Fort Collins is a short drive north from Denver International Airport. As the largest city in Northern Colorado, you will experience the best of Colorado's sought-after lifestyle. Check out the award-winning "best of" distinctions, bestowed with amazing consistency on Fort Collins: Best American Cities for Creatives; Best US Cities to Raise a Family (4th); Best US Places to Travel in 2019; No. 1 City in America for Cycling; 3rd Best College Town to Live in Forever, and the list goes on!

<https://www.fcgov.com/visitor/awards.php>

Foodies have their pick of palate-pleasing plates with locally-grown and creatively-prepared menu options in addition to nationally known restaurants.

Fort Collins is also recognized as the craft beer capital of Colorado. Enjoy additional "liquid art" opportunities featuring a growing list of wineries, distilleries, cideries, meaderies, and kombucha makers.

Art, culture, and music thrive in an environment that inspires creativity and provides the avenues to fully engage. Art is truly everywhere - on pianos, alleyways, stages (both indoor and out!), in galleries, and outdoors.

Outdoor recreation is extraordinary. Fort Collins is home to the Cache la Poudre River, Colorado's only Wild and Scenic River, where fishing, whitewater rafting, kayaking, SUPing, tubing, or just enjoying the river's edge with a picnic are all fantastic options. Another remarkable option for water play is Horsetooth Reservoir with the added bonus of miles of hiking, mountain biking, and horseback trails awaiting you. Enjoy exploring all throughout the city as we're designated as a platinum level bike-friendly community; pair that with our platinum level bike-friendly university and you've got an opportunity to ride on over 285 miles trails anywhere you want to go.

Downtown Fort Collins offers amazing connections to its historic past. The most famous connection includes recognition that Disneyland's Main Street USA was modeled after Downtown Fort Collins by Fort Collins resident and Disney employee, Harper Goff. Goff worked with Walt Disney combining buildings and inspiration from Marceline, MO - Walt's hometown.

Fort Collins is home to Colorado State University, which is currently celebrating its 150th anniversary. The university, and the 33,000 students who attend it, bring the best combination of nurturing students and innovation that helps fuel the economy in Northern Colorado.

Other notable connections to commerce include OtterBox; Topo Designs; New Belgium Brewing Company; Odell Brewing Company; Intel; HP; WaterPik; Advanced Energy; Mad Wire; Woodward Inc.; and a host of other major employers.

**Fort Collins offers the right combination to live your best life. Come visit, come play, and come work with us -we think you'll fit right in.**



## What Does it Take to Do This Job?

Just as the museum takes a non-traditional approach to our work, we need a talented, innovative, and visionary leader. Leading FCMoD requires highly developed skills in collaboration, teamwork, and partnering. Effective leaders in our organization are creative, dynamic, and fully committed to our mission, vision, and values.

Qualified candidates will also have skills in these areas:

### Strategic Leadership

- Ability to develop and maintain effective working relationships with the board, staff, volunteers, donors, stakeholders, and the general public.
- Ability to develop, implement, and evaluate long term strategic vision and supporting annual operating plans.
- Ability to develop board capabilities and strengthen board policy governance structure and operations.
- Eight to ten years of progressively responsible senior management level experience in nonprofit management, finance, or accounting. Nonprofit sector experience preferred; or equivalent combinations of education and experience.
- Ability to communicate effectively orally and in writing.

### Revenue Generation

- Ability to create and meet specific metrics for both earned revenue and contributed income.
- Ability to create, develop, and utilize a network of individuals and organizations in support of the organization.
- Ability to build a sophisticated donor base, grow memberships, and secure corporate partnerships.

### Operations Management

- Ability to understand and use advanced financial management principals, terminology, data, and reports.
- Knowledge of principles of budget managements and business practices.
- General understanding of complex organizations and knowledge of approaches to manage or maneuver them in to best support the organization.
- Ability to support career development for staff at all levels; some knowledge of effective volunteer management preferred.
- The ability to use office management tools (word processing, database, spreadsheet, and specialized software for museum operations).

### Education

Bachelor's degree in Business Administration, Public Administration, or related field from accredited college or university; master's degree preferred. Knowledge of the subjects showcased in the museum preferred but not required.

### Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or non-profit regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of board members, clients, customers, and the general public.

### Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form.

### Certificates, Licenses, Registrations

Valid Driver's license.

## Ready to Apply?

If you are excited about the opportunity to provide vision and leadership for the next chapter of FCMoD's growth, we want to hear from you as soon as possible. Please send cover letter, resume, and salary requirements to **Carolyn McCormick of Peak HR Consulting, LLC at [carolyn.mccormick@peakhrconsulting.com](mailto:carolyn.mccormick@peakhrconsulting.com)**.

All applications are to be submitted electronically.

To learn more about FCMoD and this opportunity, please visit us at **[www.fcmod.org](http://www.fcmod.org)**.

*The Fort Collins Museum of Discovery (FCMoD) Nonprofit Partner (NPP) is committed to a policy of equal employment opportunity for all applicants and employees. Employment decisions comply with all applicable laws prohibiting discrimination in employment. The NPP is committed to providing a work environment that is free from unlawful discrimination. In keeping with this commitment, NPP strictly prohibits unlawful discrimination in employment based on an individual's gender (regardless of gender identity or gender expression), race, color, religion, creed, national origin, ancestry, age, marital status, disability, sexual orientation, genetic information or other characteristics protected by law. For the purpose of this policy "sexual orientation" means a person's actual or perceived orientation toward heterosexuality, homosexuality, and bisexuality. This policy includes all aspects of the employment relationship, including advertising, recruitment, selection, promotion, transfer, performance appraisals, corrective action and termination.*