

**Fort Collins Museum of Discovery
Non-Profit Partner Executive Director
Job Description**

SUMMARY

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) along with 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 envision, develop and implement strategy and management that allow FCMoD to thrive as a dynamic, sustainable institution.

The FCMoD NPP Board of Directors sets policies, 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.

Fort Collins Museum of Discovery has achieved accreditation by the American Alliance of Museums, the highest national recognition afforded the nation's museums. Alliance Accreditation brings national recognition to a museum for its commitment to excellence, accountability, high professional standards and continued institutional improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are illustrative of the primary functions of this position and are not intended to be all inclusive.

Executive Collaboration & Leadership

- Engages and builds community through strategic partnerships and networks.
- Directs and manages the earned and contributed revenue programs that support ongoing operations and special projects.
- 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.
- 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.

Development, Funding Raising, Donor Relations & Stewardship

- 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.
- Directs resource development and stewardship plans to grow contributed income.
- Directs all fundraising activities, including philanthropy, grant writing, sponsorships and special events.

- Grows net visitation, net new visitors and memberships.
- Grows and manages the endowment program.
- Positively stewards the funding commitment of the City Partner for long-term success.

Finance & Strategic Planning

- Develops, coordinates and oversees the institutional budget with the City Partner Co-Director to ensure FCMoD's long-term financial health, sustainability and growth.
- Establishes and reviews short and long-term strategies in cooperation with the CP CD for effective and successful overall management of FCMoD.
- Annually develops and presents with the CP CD the rolling operational strategic plan.

Management and Operations

- Cooperatively establishes, develops, and oversees administrative policies and procedures for the NPP and in alignment with the City Partner.
- Plan and execute staff development strategies with CP CD.
- Manage business administration functions of the NPP to include accounting, legal and human resources, securing external resources as needed.
- Supervises non-profit employees.
- Fosters an open, positive, and collaborative organizational culture.

Public Relations & Marketing

- Represents FCMoD to external constituents and promotes FCMoD locally and regionally.
- Directs marketing and public relations plans.
- Represents FCMoD at professional conferences and through associations to strengthen relationships and expand interest and support.

Board Support & Governance

- Supports and facilitates the NPP Board of Directors.
- Actively engages and cultivates relationships with current and prospective Board members and key stakeholders.
- Identifies opportunities for Board members to align their interest through focused committee work.
- Supports the Board in meeting its fiduciary and governance responsibilities.
- Assists in identifying, recruiting and developing Board members.

SUPERVISORY RESPONSIBILITIES

This position is responsible for the supervision of FCMoD employee(s).

Carries out supervisory responsibilities in accordance with the Non-Profit and City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

Knowledge, Skills, and Abilities

- Ability to communicate effectively orally and in writing.
- Ability to develop and maintain effective working relationships with the board, staff, volunteers, donors, stakeholders, and the general public.
- Ability to develop board capabilities and strengthen board policy governance structure and operations.
- Ability to develop, implement, and evaluate long term strategic vision and supporting annual operating plans.
- 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.
- 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 plus a minimum of 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.

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.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to sit; and use hands to finger, handle, or feel. The employee frequently is required to stand, walk, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

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.