



# EXECUTIVE DIRECTOR

## Job Description

Title: Executive Director  
 Employee Classification: Full Time, Exempt, Salary  
 Work Schedule: 40 hours a week  
 (Additional hours required for after-hours meetings, weekend events, etc.)  
 Reports To: Board of Directors  
 Purpose: Provides visionary leadership in the management of a dynamic organization. Directs and participates in fundraising, funding opportunities through grants, marketing, development of strategic vision, exhibit development, general management, financial management and fostering volunteer/board/city relations of the Children's Museum at Holyoke.

## Essential Duties and Responsibilities

I.	Leadership and Board Relationship	II.	Community Engagement
	<ul style="list-style-type: none"> <li>• Set operational and cultural tone for the organization through modeling transparency and communication.</li> <li>• Collaborate with the Board of Directors to develop long term vision, strategy, and goals for the Museum, including its renewed commitment to Diversity, Equity, and Inclusion.</li> <li>• Demonstrate clear and transparent communication between staff and Board.</li> <li>• Maintain clear communication with the Board Chair and Executive Committee.</li> </ul>		<ul style="list-style-type: none"> <li>• In partnership with and oversight by the Board of Directors, engage political, non-profit, cultural, funding, and neighboring establishment leaders to create lasting and beneficial partnerships.</li> <li>• Act as museum liaison to City of Holyoke and other local government officials and agencies.</li> <li>• Oversee Public Relations and Marketing efforts</li> <li>• Act as a public representative for the Museum in the community and with the media.</li> <li>• Manage partnerships with professional organizations.</li> <li>• Engage with and cultivate relationships with major individual, foundation, and corporate donors.</li> </ul>

III.	Fundraising & Fiscal Management	IV.	Staff & Operations Oversight
	<ul style="list-style-type: none"> <li>• Oversees the Children’s Museum budget including planning, preparing, monitoring, and administering. Acts in alignment with financial best practices and ensures compliance with internal policies and external regulatory standards.</li> <li>• Manage and oversee day-to-day financial operations.</li> <li>• In partnership with the Board, develop and implement transformational fundraising campaigns.</li> <li>• Identifies grant opportunities and works to develop government, non-profit, and foundation grants to support the HCM operations. Responsible for appropriate monitoring of grants and required reporting.</li> <li>• Maintain consistent communication with Board Treasurer and the Board at large on all fiscal developments</li> </ul>		<ul style="list-style-type: none"> <li>• Plans, coordinates, and directs the operation of the Children’s Museum which includes carrying out the policies and programs as determined by the Children’s Museum at Holyoke Board of Directors; oversees Museum operations including exhibits, maintenance, and educational outreach; consults and advises on exhibits / objects brought to the Museum.</li> <li>• Consistently demonstrates effective staff performance management, development, and organizational skills in areas such as hiring, coaching, collaboration, problem solving and goal setting.</li> </ul>

**Job Qualifications**

- Bachelor’s degree
- Experience working with a complex set of stakeholders.
- Knowledge of museum management theory; fundraising principles and techniques; public relations; modern management principles and techniques.
- Knowledge of Microsoft Office, QuickBooks, Versai and credit card processing.
- 3-5 years’ work in a related field or an equivalent combination of education and experience, demonstrating the ability to support a non-profit organization and manage service for the museum.

**Salary**

The position offers a competitive salary based on the candidate’s experience, along with health and paid time off benefits.

**Application Procedure**

To be considered for this position, please submit a cover letter and resume to:

Ray Drewnowski, President, Board of Directors, at [raydrewnowski@childrensmuseumholyokeye.org](mailto:raydrewnowski@childrensmuseumholyokeye.org) with ‘Executive Director’ in the subject line.

NO PHONE CALLS PLEASE.

It is the policy of The Children's Museum at Holyoke to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, The Children's Museum at Holyoke will provide reasonable accommodations for qualified individuals with disabilities.

*The Children's Museum at Holyoke embraces diverse skills, perspectives, and ideas, and encourages people of color, veterans, people with disabilities, LGBTQ candidates, and people from other underrepresented groups to apply.*