

Vacaville Museum

Executive Director

Description:

The Vacaville Museum Executive Director is responsible for the general and fiscal leadership and management of the entire organization, including programs, partnerships, fundraising, budgets, and external relations. Above all, the Executive Director is charged with delivering on the mission and goals of the organization. This person plays a leading role, working closely with the Board and staff, in developing and articulating the strategic direction of the Museum and in implementing the resulting strategies and initiatives.

Other job responsibilities include for day-to-day direction to the organization, executing its short- and long-range strategies and plans and taking full responsibility for all operations. The Executive Director leads the development and marketing efforts and is often called upon to represent Vacaville Museum in fundraising, and other public efforts. The Executive Director is expected to provide integrative leadership to staff for consistent direction, communication, organizational alignment and visioning.

The Executive Director must interact effectively with many constituencies: students, participants, funders, school and civic organizations, and local and state units of government. He or she is expected to take a leadership role in monitoring public history trends and recommending appropriate programming to keep pace with a changing environment. This individual must be a pro-active, visible symbol of Vacaville Museum. The Executive Director must have a deep passion for preserving Solano county history and culture and an enthusiasm for passing that ethic on to others.

Some of the key issues responsibilities of the Executive Director include:

- Increasing local and regional public awareness of the unique mission and programming offered by Vacaville Museum so that it is broadly recognized and attracts people to the museum as visitors, volunteers, and donors
- Serve as a non-voting ex-officio member of and advisor to, the Board of Trustees and Executive Committee
- Effectively plan all museum activities in accordance with the organization's mission
- Carry out the policies and directives of the Board of Trustees
- Recommend policies and develop procedures for the operation of the museum
- Responsible for the administrative and operational aspects of the museum, including staff activities
- Responsible for the hiring, training and supervision of all other paid employees of the museum

- Provides the Board of Trustees with monthly reports of museum activities and communicates regularly with Board committees
- Acts as a public liaison and spokesperson of the museum within the community
- Coordinates public relations, social media, publicity and e-news distribution for the museum
- Coordinates the scheduling of events and activities at the museum
- Coordinates the creation, design and installation of museum gallery exhibits
- Negotiates contracts for museum work and traveling exhibitions
- Insures proper record keeping, preservation and storage of both donated and loaned artifacts
- Takes a leading role with the Board of Trustees in Fund Raising and donor development
- Assists the Board of trustees in developing an annual operating budget
- Supervises and evaluates other paid staff
- Coordinates activities of the museum Guild with the museum operations
- Coordinates the docent program
- Maintains direct communication with the Museum Guild officers, volunteer coordinators, schedulers of museum related activities
- Oversees all museum A/P and A/R activities, including museum store or art gallery sales
- Represents Vacaville Museum at regional, Statewide and national professional events and programs
- Developing fundraising strategies that bring in additional outside revenue from public, corporate, foundation, and individual sources; effectively balancing income and expenditures to assure financial health of the organization

This position requires an outstanding leader with exceptional communication skills, excellent fundraising skills, a strong public presence, and enthusiasm for making the case for Vacaville Museum to a variety of donors and partners. This individual must have the ability to work with the Board to create and carry out a unified vision for what the Museum can and should do. The ability to articulate a vision must be combined with the drive to achieve results.

The Executive Director must effectively build relationships across a broad spectrum of personalities. Ideally, he or she will have at least seven years overall nonprofit experience as a leader or manager within a historical society, public museum, or a similar non-profit organization.

Success in this role requires moving the organization ahead while preserving those cultural qualities from which the organization has derived its success. The ideal candidate is a hands-on leader and motivator committed to fostering a positive and forward thinking environment.

The Executive Director must demonstrate an authentic passion and commitment for the mission of Vacaville Museum. This person must be creative, innovative, and have the drive to achieve excellent, timely results.

Position: Executive Director

Salary Competitive, Employment in this position is contingent upon a satisfactory background check. Vacaville Museum is a 501(c)(3) organization.

Education and Experience:

Minimum of a Bachelor's degree in Museum Studies, Business Administration or related degree, Master's Degree in related fields preferred.

Preferred Skills:

- 5 or more years' experience managing a staff and dealing with all human resources-related matters including hiring, evaluating, and terminating employees.
- Demonstrated record of being a self-starter, leader, team builder, and problem solver.
- Proven administrative, analytical, and strategic planning skills.
- Proven financial ability to organize and manage a budget and to monitor ongoing financial performance.
- Demonstrated success in fundraising and community outreach with expertise in crafting public and private partnerships.
- Effective communicator with proven ability to work with individuals or diversified groups such as staff, board, government, business leaders, donors, and volunteers.
- Flexible schedule to attend evening and weekend activities.
- Competency in QuickBooks, Social media platforms and database management required