The Children’s Museum of the Brazos Valley

Executive Director Job Description

Job Title: Executive Director

Position Description: The Executive Director will report to and work collaboratively with the Board of Directors in leading The Children’s Museum of the Brazos Valley (CMBV) and delivering on its long-term vision. Specifically, s/he will ensure the CMBV’s fiscal, operations, fundraising, grant writing, member relations, marketing and programmatic strategies are effectively implemented for the organization. The Executive Director will lead partnerships and build relationships with local education entities, municipalities, foundations, non-profits, donors, and other stakeholders.

Responsibilities and Core Competencies:

Provide Leadership

- **Visioning and Strategic Thinking:** Think long-range, be creative with growth opportunities, challenge imaginations to further the image of CMBV, create a vision that captures minds and energize others to commit to the vision.
- **Opportunity Development:** Continuously look for opportunities to further the mission of CMBV including strategic partnerships and relationships with other entities; Envision and seek out funding opportunities (including grants and other funding sources) and develop and pursue policy and systems-change efforts.
- **Problem Solving and Decision Making:** Identify, analyze, organize, and solve problems and issues in a timely and effective manner and use data and input from others to make sound decisions even in the face of uncertainty.
- **Change Leadership:** Champion change, demonstrate a willingness and ability to initiate, sponsor, and lead change initiatives through to completion. Currently, this includes a capital campaign and new CMBV building as well as the overall evolution and expansion of the CMBV experience to our current and future members and stakeholders.

Demonstrate Leadership to CMBV Staff

- **Managing Team:** Experience and comfort with managing a team that includes both employed staff, part time Education Partner (EPAs) and volunteers. Further team culture. Provide macro-level guidance of day-to-day operations to support staff as they execute performance goals and support CMBV members and programing.
- **Team Leadership and Development:** Demonstrate skills in team leadership, delegate effectively, foster teamwork and drive a culture of accountability to achieve stated goals and objectives. Develop individual abilities by setting expectations, managing performance through coaching, mentoring, advising and providing other opportunities for formal and informal professional development. Challenge others to improve and grow, address performance expeditiously and effectively, and groom staff for advancement.
Develop Impact Strategies, Resources and Build Relationships

- **Relationship Management and Member Services:** Drive the organizational focus on serving the CMBV members and clients and balance a diverse member-group with ranging community needs, perspectives, and priorities. Value and nurture relationships across the CMBV community. Develop and maintain strong relationships with government agencies, school districts, local partners, policy makers and advocates. Maintain relationships with the membership to ensure retention and referrals to increase the number of memberships and access to CMBV.

- **Political Astuteness:** Understand and operate effectively within the political environment the local community and within the larger children’s’ museum and science centers’ communities. Use political awareness to determine how to best accomplish goals. Formulate strategies and communicate in an ethical and politically sensitive manner. Maintain a working knowledge of and experience within the local political system aligned with the mission of the CMBV.

- **Strategy Innovation:** Identify innovative strategies to address CMBV mission, create experiences, programing, and products to address strategies, and find appropriate funding mechanisms and sponsorships.

- **Coalition Building:** Explain, advocate and articulate facts and ideas in a persuasive manner and negotiate both internally and externally to advance strategies.

- **Board Relationship Management:** Build and manage productive relationships with CMBV board members that will provide leadership and guidance for the organization.

- **Funder Relationship Management:** Create and sustain mutually positive funder relationships, including those with philanthropic foundations, state agencies, corporate partners/sponsors and potential donors to CMBV.

- **Data and Evaluation:** Develop and maintain systems for gathering and tracking CMBV impact on the community and in meeting the mission. Regularly gather and communicate information such as membership levels, visitation numbers, programing impact. Use data to evaluation and perform continuous quality improvement.

- **Marketing and Communication:** Create and maintain marketing and public relations initiatives. Conduct market research to identify the most effective channels to reach key audiences. Establish new marketing relationships with partners. Maintain a strong social media campaign and presence.

Demonstrates Business Acumen

- **Strategic & Operational Planning:** Work with the board and staff to determine long-term objectives and strategies for meeting goals, allocate personnel and resources efficiently, anticipate obstacles and manage competing priorities.

- **Financial Management:** Administer budget for program areas, monitor expenditures to ensure cost-effective support of programs and assess financial condition of the organization.

- **Human Resource Management:** Knowledge of policies and practices involved in personnel/human resource functions.

- **Technology Management:** Manage technology assets and use long- and short-range planning to budget for and select technology.

Models Exemplary Values and Personal Attributes

- **Achievement Orientation:** Demonstrate energy and excitement for challenging objectives, exceed goals set by self and/or others, drive to achieve high-level, sustainable performance goals, think creatively to solve problems and navigate complex systems and relationships to achieve goals.

- **Integrity:** Honor commitments and take responsibility for actions and words.

- **Flexibility:** Demonstrate adaptability, flexibility and openness to alternative solutions when interacting with others. Consider others attitudes, needs, interests, and perspectives.
• **Inclusive:** Model the ability to network, collaborate and partner with diverse stakeholders including a broad representation of private/public and traditional/nontraditional community organizations. Understand the importance of diversity, equity and inclusion efforts and drive efforts forward in the workplace and for the CMBV stakeholders.

**Qualifications:**
1. Qualified candidates with a strong leadership and fundraising background are encouraged to apply
2. At least 5 years of relevant non-profit, fundraising, and/or leadership experience.
3. Excellent written and oral communication skills, including strong public speaking skills. Demonstrate ability to translate data into the “language of community” helping others see the impact of the work the work of CMBV within the community
4. Bachelor's Degree required; Master’s Degree preferred.

**Location:** While the CMBV is based in Bryan, Texas, it serves members from across the greater Brazos Valley area. Candidate should be located within or near the twin cities of Bryan and College Station, TX

**Salary Range:** Commensurate based on experience, skills, and education. Specific salary range will be discussed in first round of interviews.

Candidates are invited to submit a letter of interest and resume to board@cmbv.org.

**APPLICATION DEADLINE:** For best consideration, apply by April 30, 2022