

# JOB DESCRIPTION

## Executive Director

5/1/24

### POSITION INFORMATION

<b>Reports To:</b>	Board of Directors	<b>Pay Range:</b>	TBD
<b>Working Title:</b>	Executive Director	<b>Date Revised:</b>	05/20/2024

### JOB SUMMARY

*Your job in the organization is to . . .*

Provide leadership and direction to the employees, volunteers, and board members, develop resources to support the Mt. Hood Cultural Center and Museum (MHCCM) and its mission, and manage business administration and day-to-day operations. You will supervise the museum staff and report to the museum Board of Directors.

*Your job also involves . . .*

Marketing, collection curation and programs, and volunteer recruitment and support.

### DUTIES & RESPONSIBILITIES

*Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.*

*For each function, indicate the frequency each function is performed (D=Daily, W=Weekly, M=Monthly, Q=Quarterly, AN=As Needed). Estimate the distribution of total working time on an **annual** basis using percentages of not less than 5%. Total percentage of time must add up to 100%.*

JOB FUNCTIONS	FREQUENCY	ANNUAL % OF TIME
<b>Resource Development</b> <ul style="list-style-type: none"> <li>● Develop relationships within the community to support fundraising, donations, partnerships, and memberships</li> <li>● Plan and execute fundraising activities, including setting annual goals, participating in the budgeting process, executing strategies, and tracking results.</li> <li>● Manage and account for fund drives.</li> <li>● Maintain relationships with museum members to ensure retention and referrals to increase the number of memberships.</li> <li>● Actively seek and develop grant opportunities. Manage approved grants to ensure compliance with requirements.</li> <li>● Oversee and maintain current records in the donor and member databases (e.g., Past Perfect). Ensure that all donor gifts are acknowledged.</li> <li>● Working with the Board, develop, lead, and oversee a building capital campaign.</li> </ul>	D	35%
<b>Business Administration</b> <ul style="list-style-type: none"> <li>● Ensure that all initiatives are consistent with MHCCM's mission and long-term growth.</li> <li>● Provide oversight of a computerized database for keeping track of museum information.</li> <li>● Work cooperatively with the Board Treasurer and bookkeeper.</li> <li>● Plan and work with the Board and Finance Committee on the annual operating budget (subject to Board approval); monitor and report to the Board regularly on budget status, AR/AP, and future use of funds.</li> <li>● Manage all contracts and agreements, including tracking, reporting requirements, and renewals.</li> </ul>	D	20%
<b>Marketing and Community Relations</b>	D	15%

<ul style="list-style-type: none"> <li>● Act as a spokesperson for MHCCM; prepare publicity and notices for programs, featured collections, and events.</li> <li>● Represent, advocate, and promote MHCCM in the community, the press, the public, partners, Community Planning (CPO), the Chamber of Commerce, and local organizations, and ski clubs.</li> <li>● Work with the Board of Directors to ensure consistent, professional, and updated marketing materials.</li> <li>● Plan and work with Board Committees on daily and planned activities, including exhibits, programs, events, fundraisers, publications, and newsletters.</li> <li>● Ensure that the website is maximized, current, and fully utilized as a marketing and communications tool.</li> <li>● Develop and maintain a social media presence, including regular posting, features, pictures, and promotions.</li> <li>● Cultivate and maintain relationships with various local committees, businesses, ski clubs and organizations, schools, and media.</li> </ul>		
<p><b>Collection Curation and Programs</b></p> <ul style="list-style-type: none"> <li>● Provide rotation of exhibits in response to public demand, including traveling exhibits. Exhibit development includes research, design, fabrication, installation, promotion, and fundraising.</li> <li>● Design, develop, and promote programs of interest to the public, featuring regional history and culture. Maintain existing programs and keep them current.</li> <li>● Develop and maintain appropriate record keeping systems consistent with museum industry standards using Past Perfect software.</li> <li>● Manage artifacts, loan and donation documents, and renewals required to meet legal and internal policies.</li> <li>● Maintain records related to storage and care of the museum’s collections and assets.</li> <li>● Maintain and review the museum’s collections policies, engage in research, and organize artifacts that are archived.</li> <li>● Respond to inquiries from researchers and the public regarding the museum’s collection.</li> <li>● Support all Board-led fundraising and community-building MHCCM events, including Ski the Glade, Heritage Night, Social History Happy Hours, and Steiner Cabin tours.</li> </ul>	W	10%
<p><b>Day-to-Day Operations</b></p> <ul style="list-style-type: none"> <li>● Operate MHCCM within best practices of nationally recognized standards.</li> <li>● Provide supervision and leadership of staff and volunteers.</li> <li>● Coordinate scheduling and operations activities, working collaboratively with receptionist and gift shop staff to ensure full coverage during open hours.</li> <li>● Provide supervision of a volunteer staffing program, including recruitment, training, motivation, and retention of volunteers.</li> <li>● Conduct and/or coordinate group tour and research requests.</li> <li>● Supervise and coordinate with onsite security and maintenance staff and contracted custodial services to ensure the building is clean, safe, and secure.</li> </ul>	D	15%
<p><b>Board Relations</b></p> <ul style="list-style-type: none"> <li>● Inform and educate the Board on the status of MHCCM and activities, including a monthly written report regarding daily operations and events. Bring issues of concern before the Board in a timely manner.</li> </ul>	W	5%

<ul style="list-style-type: none"> <li>● Collaborate with the Board in developing a strategic plan, including building expansion, to guide the organization. Work with the Board each year to review, update, and modify the strategic and operations plans. Carry out plans and policies authorized by the Board.</li> <li>● Provide support to the Board by preparing meeting agendas and supporting materials, in coordination with the Board President.</li> <li>● Attend monthly Board meetings, committee meetings, and all MHCCM events.</li> <li>● Maintain a positive, professional, communicative relationship with the Board and officers.</li> <li>● Advance equity, diversity, and inclusion through integration into policies, practices, behaviors, and overall organizational culture.</li> </ul>		
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**SUPERVISORY RESPONSIBILITY**

Direct supervision of site manager, maintenance, and security. Indirect supervision and responsibility for all activities associated with MHCCM, including events, programs, exhibits, and Board-led committee activities.

**KNOWLEDGE, SKILLS AND/OR ABILITIES**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The required knowledge, skills and/or abilities are listed below:*

**Comprehensive and Demonstrated Knowledge of:**

- Fundraising and solicitation practices
- Financial management, including budget preparation, cash flow management, and analysis of financial reports
- Museum and/or historical center operations, standards, and practices
- Major gift and annual giving fundraising practices
- Prospect cultivation and volunteer recruitment

**Demonstrated Skills and Abilities:**

- Management and leadership skills in non-profit, primarily volunteer-run organizations
- Ability to develop new revenue sources through successful fundraising and marketing strategies, including with social media.
- Experience in non-profit administration and/or working with a Board of Directors
- Use of databases for membership, collections, and analysis, preferred experience with Past Perfect, G-Suite, Microsoft Suite, and/or CRM databases.
- Excellent verbal and written communication skills
- Strong planning and organizational skills
- Experience in staff management, motivation, and development
- Working effectively and diplomatically with a variety of publics, including donors, members, visitors, volunteers, Board of Directors, community organizations, government agencies, and other partners.
- Self-starter and self-motivator, able to work independently and collaboratively with others.
- Grant-writing and fundraising experience

**MINIMUM QUALIFICATIONS**

Indicate the **MINIMUM** educational level required and the **number of years of relevant experience** required to perform the duties of the position.

**Minimum Education Level**

3 - Bachelors (if specific fields, list below)

**Specifics:** History, business administration, nonprofits, or related fields:

**Minimum Experience Level**

Two- Three years (if in specific skills/fields, list below)

**Specifics:** Fundraising, non-profit organizations, volunteer and employee leadership and supervision. Experience in museum or historical society preferred.

**Substitution Note:** *If a certain amount of experience can be substituted for educational requirements, indicate so here. Any combination of education and experience that would demonstrate the knowledge, skills, and abilities required for the position.*

**Driver's License**

Driver's License required

**Desirable Qualifications:** *Indicate any desirable qualifications ONLY if they are to be included in screening and hiring decisions. Experience in museum or historical society preferred; grant-writing and/or fundraising experience preferred*

**WORKING CONDITIONS**

**Job Conditions:** Normal office environment with some travel in the region; inclement weather. Hours: 40 hours. Full time equivalent including some evening and weekend hours. Some hours may be worked remotely.

**Compensation:** \$50,000-\$60,000. The pay range for this position is annually based on a full time schedule. Actual compensation will be determined based on prior experience, skills, training, certifications, and education.

**Benefits:** 10 days paid personal leave annually. National Holidays off. Medical insurance to be negotiated.

**Who You Are:** You are a clear and effective communicator, skilled at building strong relationships with colleagues and other stakeholders. You are dedicated to building donor relations. You are an experienced, self-directed manager and have a proven track record of non-profit fundraising and leading development campaigns. You value collaboration and enjoy working with a team to accomplish shared goals. You are also an experienced planner and organizer. You can prioritize multiple activities at once and pay close attention to detail. From being a creative problem solver to having strong organizational skills, you also have a team-oriented perspective and work collaboratively in a busy setting.

**To Apply:** Please submit the requested information with a cover letter, your resume, and references. Send information to: [info@mthoodmuseum.org](mailto:info@mthoodmuseum.org) and include Executive Director Position in the subject line. This position will remain open until filled.

**REASONABLE ACCOMMODATIONS**

Mt. Hood Cultural Center and Museum is committed to providing reasonable accommodations as required by the Americans with Disabilities Act (ADA). This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities, and essential functions expected of the position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions. Mt. Hood Cultural Center and Museum is an Equal Opportunity Employer.

**APPROVALS**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

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