

**Miriam P. Brenner Children's Museum**  
**President & Chief Executive Officer**  
Hiring Range is \$90,000 - \$110,000  
Applications will be accepted until the position is filled

**Reports to:** Chair, Board of Directors

**Position Status:** Exempt

The position of President and Chief Executive Officer will manage overall operations; responsible for the day-to-day functioning of the Museum. They will also work in partnership with the Board and core staff to define the strategic direction of Miriam P. Brenner consistent with its vision, mission and culture.

### **Position Summary**

#### *Mission, Policy & Planning*

- Provide leadership to enhance mission and goals.
- Strategic Direction – Lead the strategic planning process; ensure all museum plans are in accordance with strategic plan; provide regular updates to the Board.
- Serve as liaison to the Board of Directors & Executive Committee. Provide resources as needed.
- Ensure adherence to all Museum policies and procedures.

#### *Development & Community Relations*

- Lead the Museum's development program. Ensure that annual development work plans are developed and completed. (Annual fund, events, cultivation, donor appreciation, etc.)
- Work with the Board to strengthen the ability to govern and provide the necessary resources for the Museum.
- Work with the Development Director & Development Committee to identify and cultivate resources.
- Work with the Development Director and other staff to develop grant programs and assist with grant writing.
- Work to increase and diversify financial support from donors, foundations, corporations and government funders.
- Serve as public face/contact for the Museum.
- Develop and foster community relationships on behalf of the Museum.

#### *Operations & Administration*

- Provide leadership to internal operations ensuring a well-managed organization.
- Work with staff to prepare annual work plans and corresponding budgets.
- Ensure that the facility is safe, clean, maintained and welcoming to the community.
- Keep the board informed of all initiatives and/or concerns.

### *Human Relations/Personnel*

- Attract and retain talented and qualified staff while building a positive organizational structure.
- Ensure the Museum adheres to fair labor standards and practices in carrying out all HR duties.
- Provide direct supervision to four directors: Advancement & Community, Finance, Education & Edible Schoolyard, Facilities & Exhibits.
- Oversee staff performance and ensure annual performance reviews are conducted.
- Ensure benefits administration is managed appropriately.
- Conduct regular staff meetings.

### *Financial oversight*

- Serve as liaison to the Finance Committee.
- Work with staff to develop annual budget and monthly financial reports for the Finance Committee, Executive Committee and Board.
- Ensure timely financial data for budgeting decisions and fundraising plans.
- Work with the Finance Director to ensure all financial obligations are met and that cash flow is managed.

### **Qualifications**

- Baccalaureate degree from an accredited college or university, or equivalent work experience
- Minimum of eight to ten years of relevant senior level leadership experience; experience at arts/culture organizations and/or STEAM programming and early childhood education a plus
- Strong financial and operational acumen to grow and maintain a financially stable and sustainable organization including budget preparation, analysis, decision-making and reporting
- Accomplished fundraiser at ease with all aspects of fundraising and proven success in the role of seeking and procuring individual and major gifts
- Experience with museum programs, including membership, preferred
- Relationship builder with the know-how to build, cultivate and maintain partnerships with diverse stakeholders in the community, including Board members and high-end donors, as well as appointed and elected officials
- Strong leadership skills, including the capacity to inspire teamwork, build consensus and motivate a wide variety of stakeholders
- Solid experience working with and supporting a Board of Directors, including board development
- Inclusive, hands-on, collaborative manager who inspires and guides staff to maximize performance
- Superior writing and verbal communication skills with the ability to serve as a persuasive advocate and spokesperson for MBCM

- Entrepreneurial and creative self-starter who is also a strategic and credible colleague and thought leader
- Strong organizational skills and poise under pressure; flexible, able to focus, prioritize and implement, as well as address and solve problems/issues as they arise
- Familiarity with the cultural, business and political landscape of Greensboro preferred
- Strong commitment to a culture of diversity, equity, access and inclusion

The Miriam P. Brenner Children's Museum provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, genetic information, sexual orientation, marital status or status as a Vietnam era or special disabled veteran, sex, including pregnancy, national origin, age (for those over 40 years of age) or disability.

Annual salary is \$95,000 to \$110,000 based on experience. Relocation assistance, if needed, is negotiable. Benefits will be provided.