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| **Executive Director**26385 NW Groveland Drive, Hillsboro, OR 97124 • 503-647-2418 • www.ricenorthwestmuseum.org501(c)3 Nonprofit Organization • Tax ID Number 93-1217856 |
| The Rice Northwest Museum of Rocks and Minerals exists to engage, inspire and educate generations on the splendor and complexities of our Earth. We are currently seeking an energetic individual passionate about earth sciences and education with strong outreach and leadership capabilities to serve as the Executive Director. Reporting to the Board of Directors, the Executive Director will be responsible for all fundraising activities and administrative aspects of the Museum, including revenue generation, effective fiscal control, and the development and implementation of projects, programs, policies and procedures in fulfillment of the museum’s mission and strategic plan.Interested individuals should send their resume to Margot Van Riper at mvr@vanripercompany.com  |
| **SUMMARY** The Executive Museum Director is expected to provide the leadership, management skills, strategic planning and oversight to accomplish the goals of the museum and meet the objectives required of the museum as an IRS Code 501(c)(3) Non-Profit Organization, and to comply with all applicable laws, the Articles of Incorporation, and Bylaws of the Rice Northwest Museum of Rocks and Minerals to maintain the museum’s tax advantage status. |
| **ROLE AND RESPONSIBILITIES****Administration** The Executive Director will be generally responsible for the oversight of all management and administrative functions of the museum at the direction of the Board, including management of the budget and oversight of staff. * Responsible for oversight of the day-to-day operations of the museum staff.
* Develop the annual budget for the organization in conjunction with the Accountant and Treasurer, monitor receipts and expenditures, and make monthly, quarterly and annual reports to the Board, and ensure a satisfactory annual audit.
* Hire, manage and evaluate professional and support staff.
* Manage contract and consulting work undertaken by the museum.
* Oversee and coordinate programs and activities appropriate to fulfilling the museum’s mission.
* Ensure that the museum demonstrates a commitment to diversity and inclusion and that this commitment is reflected in all programs and activities of the organization.
* Ensure communications, both internal and external, are consistently professional, accurate, timely, complete and properly stored.
* Oversee the design and content of museum’s website, electronic communication, educational and promotional materials, oversee content and message of museum’s presence on social media outlets.
* Oversee the creation and maintenance of integrated systems, technology, and business-development practices enabling the museum to effectively and efficiently carry out its mission.
* Ensure that the museum is in compliance with all federal, state and local rules, and is fully observing the terms and conditions of any existing contract, grant, or other collection loan and/or fund-related requirements.

**Fundraising/Membership/Development**The Executive Director, under the direction of and in partnership with the Board, will have the responsibility for managing organizational development, fundraising, and membership development activities. * Develop and implement appropriate fund-raising and financial development goals and strategies that are related to the organization’s mission and program priorities and work with the Board to implement them.
* Ensure and maintain financial stability of the museum through fundraising comprising: programming, events, a viable museum store, major gifts, grants, and donations.
* Continue the growth of, and maximize museum revenue through regular and relevant appeals, issue appeals, effective management of the database system and other appropriate means.
* Develop and implement donor campaigns to increase funding.
* Cultivate, package and promote corporate sponsorships of museum programs, activities, and events.
* Oversee the generation of proposals for relevant grants for museum programs and activities.
* Develop and implement other fundraising activities as necessary and appropriate.
* Maintain positive relations with museum donors, benefactors, museum members, and the public.

**Education**The Executive Director, under the direction of and in partnership with the Board, will have the responsibility for overseeing the management and development of education activities for youth and adults which is core to the Museum’s mission. * Supervise the development and implementation of appropriate education strategies that are related to the Museum’s mission and priorities.
* Assist in the development and implementation of other education activities as necessary and appropriate.

**Board of Directors** The Executive Director will attend all Board meetings, unless otherwise directed by the Board, and shall generally assist and enable the Board to carry out its duties and governance obligations. * Participate with the Board in the development and implementation of long-term strategic plan and goals.
* Keep Board fully apprised of Museum operations at Board meetings and at other times as appropriate.
* Provide financial statements and fundraising analysis to the Board at meetings and at other times as appropriate.
* Develop board meeting agendas with the Board Chair and organize the logistical details of board meetings and strategic planning sessions. Coordinate and facilitate activities for the Board and its committees.
* Assist in the recruitment of new Board members.
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|  **REQUISITE EXPERIENCE*** Demonstrated success in non-profit management or business including a track record of robust revenue and fundraising growth, strategic planning, program management, team leadership, effective communication, and fiscal management skills.
* Bachelor’s degree plus 12 years of work experience with a minimum of five years of successful private or public sector management and leadership.
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| **REQUIRED COMPETENCIES*** Knowledge of generally accepted business management laws, accounting, budgeting and banking practices.
* Knowledge of State and Federal laws and regulations applicable to non-profit, IRS Code 501(c)3, organizations, employment and human resources laws and regulations.
* Knowledge of the museum’s insurance requirements: business liability, collections coverage, SAIF, and employee health insurance; and must have ability to negotiate, purchase and administrate applicable insurance policies.
* Demonstrated ability to lead, motivate and effectively manage staff and volunteers.
* Ability to interact with media, civic and government officials, business community, educators, other local and/or related museums, and the general public.
* Ability to develop a strong relationship with the Board; understand Board members’ strengths and bring out their best resources; maintain open communication and responsiveness to issues affecting the strategic direction and operations of the museum.
* Knowledge of museum management and science education helpful.
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