



Chief Executive Officer

The Board of Trustees seeks a passionate, strategic, fundraising leader with strong business acumen to deliver immersive learning through play experiences that inspire children and families of Western New York.

Explore & More Children's Museum is seeking a Chief Executive Officer (CEO) to lead the growing not-for-profit organization. The Explore & More mission is to provide best in class play experiences where children, families and the community can explore, learn & develop together.

The CEO will oversee the organization's transition from a 6,000 sq. ft. facility in East Aurora, NY to a new 40,000 sq. ft. waterfront location in Buffalo, NY. In fact, the foundation is poured and steel is being erected with rapid progress! As a result of this new facility, the population served will grow from 60,000 to 250,000 people annually and staffing will increase from 10 to 40 employees with an expanded volunteer staff bringing the annual budget to just over \$3 million dollars.

Reporting to the Board of Trustees, the CEO will be responsible for building partnerships and collaborations in the community and identifying and securing funding opportunities to support the transition. Our campaign is just about 2/3 complete and our momentum continues to build with ongoing 6 figure donation announcements that are imminent.

The ideal candidate will be a strong leader and manager with a passion for education and improving the lives of others. A strategic thinker and effective problem solver, the CEO must have experience defining organizational structure and putting operational mechanisms in place, as well as building and growing high-performing teams. Strong business acumen to enable ongoing earned income potential along with internal and external relationship building skills are necessary for success.

Key Role:

The CEO will guide Explore & More Children's Museum from an *expanding organization* to a *leading institution* as it transitions to its new place in the community. This leader must *create* not only an operational *plan*, but build talent and train staff to *live* operational *excellence*. This leader must take the Explore & More brand from the *mind of families* to the *hearts* of all in the *community*. This leader must believe in the power of play and all its benefits providing experiences that create long-term financial sustainability.

Immediate Priorities:

- >Complete the construction of the facility in downtown Buffalo
- >Raise the necessary funds to close the capital campaign and initiate an endowment fund
- >Develop the operating plan for launch; begin staggered talent acquisition
- >Leverage branding elements to develop a 360 marketing campaign for launch
- >Finalize the exhibits and the educational programming plans to ensure delivery against core values

Position requirements:

- Bachelor's degree or higher
- Passion for Explore & More's mission
- Strategic thinking ability

- Business and financial acumen
- Ability to build relationships internally as well as in the community
- Collaborative leadership style
- Strong written and verbal communication skills
- Experience working with Boards, *preferred*
- Not for profit experience, *preferred*
- Knowledge of early childhood education *a plus*

Qualified candidates may their submit resume and cover letter to Tina Zinter-Chahin, Vice Chair, Board of Trustees Explore & More Children’s Museum at tzinter-chahin@exploreandmore.org. To learn more about Explore & More Children’s Museum, please visit <http://exploreandmore.org/>

Job Description

Chief Executive Officer

POSITION REPORTS TO

Chairman of the Board of Trustees

POSITION SUMMARY

The CEO, working in close partnership with the Board of Trustees, is responsible for creating the strategic vision for the organization. This position will guide growth in all areas including program expansion, development, and education to meet all financial objectives while fulfilling the mission.

RESPONSIBILITIES

BOARD ENGAGEMENT

- ✓ Engage the Board in the finalization of a 3-5 year strategic plan
- ✓ Partner with Board leadership to identify opportunities to expand and develop the board
- ✓ Solicit the board’s direct involvement via the development of a strong network of committees/committee chairs

FISCAL CONTROL

- ✓ Manage the construction of and transition to a new state of the art facility on time, on budget, and on mission
- ✓ Supervise and assist Fundraising efforts to achieve both Capital and Operational Fundraising Goals insuring proper stewardship and distribution of all funds
- ✓ Working with the Finance Committee chair and Finance Manager, ensure compliance with all federal, state and local laws, including timely filings and reporting
- ✓ Oversee and direct preparation of all functional budgets with special attention to the ramp up and transition planning that must occur as the operation scales from \$600K to \$3mm+ annual budget at “steady state”.

PROGRAM DEVELOPMENT

- ✓ In conjunction with the Board Chair, Committee support and Marketing Personnel, oversee the development of a comprehensive Brand Story that will inform the creation of future Program offerings and Brand experience.
- ✓ Oversee expanded Offering Development both in the museum and as part of offsite and outreach programs. Ensure that balanced and developmentally correct and on trend exhibits and program activities for the target audience are offered to solidify our position of enhancing educational outcomes through “just one visit.”
- ✓ Lead the organization to assess and optimize current revenue generating programs and create a framework and criteria for additional earned income potential.

COMMUNICATIONS & COMMUNITY OUTREACH

- ✓ Oversee the creation and implementation of a comprehensive Marketing Communications plan.
- ✓ Serve as a key face of the museum delivering messaging to educate and inform stakeholders of the museum’s mission.
- ✓ Cultivate, in conjunction with the Board and Advancement Personnel, even deeper Donor, Sponsorship, Membership/Volunteer and Support Service networks to strengthen the organization financially and in the hearts and minds of community leaders.
- ✓ Establish and develop collaborative relationships with other local, regional and national non-profits and political and government organizations.
- ✓ Optimize all touch point opportunities to ensure productivity of reach and quality of message.
- ✓ Foster a mindset to ensure the tone and manner of all communication is inclusive and speaks to a diverse audience

TALENT MANAGEMENT

- ✓ Oversee all plans for the staff planning and ramp up to the launch of the new museum identifying talent gaps and needs for talent development.
- ✓ In conjunction with functional heads, administer annual performance planning and review practices for the entire organization.
- ✓ Initiate annual career path and training planning to ensure retention of talent.
- ✓ Create culture of collaboration and innovation to ensure a “best in class” mindset in all we do.
- ✓ Adhere to and demonstrate behaviors aligned with all of the organization’s established administrative and personnel policies.

QUALIFICATIONS

- ✓ Bachelor’s degree in Museum Science, Public Administration, Business Administration or a related field required, masters preferred.
- ✓ At least 5 years experience in leading talent and organizational administration is a must.
- ✓ Proven experience working with volunteer boards and fundraisers, a plus
- ✓ Strategic and Creative thinker who can envision the future direction of a growing organization.
- ✓ Strong inter-personal skills and collaborative behavior imperative while working closely with the Board of Trustees, leading staff and undertaking relationship cultivation.
- ✓ Museum operation and exhibit creation experience or related experience is a plus.